

**Huron University College  
Speech 2001 (550) 2011-2012  
Forms of Oral Discourse  
Dr. George Donaldson**

*Course Description:*

Speech 2001 is a practical course in the professional skill of public speaking. The purpose of the course is to teach students some of the basic skills required to present information and arguments clearly and effectively before an audience. The course does not examine the history of rhetoric. Instead, emphasis is placed on practical communication in several settings using several methods. Students are encouraged, and at times required, to make full use of technical aids to oral communication.

Classes will include lectures.

**Class: W 6:00-8:30p.m. A1**

Office: A302

Office Hours: Wed. 2:30-3:30; Thurs. 9:30-10:30; or by appointment.

[gdonalds@uwo.ca](mailto:gdonalds@uwo.ca)

519-438-7224 x 238

**Course Learning Objectives:**

Successful students who complete the course will be able to:

- Speak confidently in various settings from notes alone;
- Use visual and other aids appropriately in presenting information and arguments;
- Think on your feet;
- Prepare suitable information from apt research sources;
- Organize material in ways that are suited to oral rather than written forms
- Interact well with an audience.

*Assignments:*

|                            |                 |     |
|----------------------------|-----------------|-----|
| Introductory Speech        | (4-5 minutes)   | 10% |
| Informative Speech         | (6-7 minutes)   | 15% |
| Impromptu Speech           | (2-3 minutes)   | 10% |
| Recitation from Memory     | (3-5 minutes)   | 10% |
| Persuasive Speech (Policy) | (9 –10 minutes) | 25% |
| Debate                     |                 | 20% |
| Attendance                 |                 | 10% |

*Time Limits on Speeches:*

You will see from the list of assignments above that each speech has time limits. Keeping to these time limits is important. On any speaking occasion your audience will budget their time according to what is announced. Keeping an audience late, or obliging

audience members to leave before you are finished speaking, or ending before the announced time, will all negatively affect the audience's perception of you. If your speech falls outside these limits the following penalties apply: 3 marks will be deducted from your grade for the speech for each minute, or part of a minute, the speech falls outside the time limits. For example, an Informative Speech lasting 5 minutes and 10 seconds would fall within one minute of the lower time limit and so would be penalized 3 marks. A Persuasive Speech (Policy) lasting 12 minutes and 45 seconds would be penalized 9 marks because it is more than two but less than three minutes outside the upper time limit.

*Scheduling:*

You will receive a schedule for each of the assignments. This schedule will specify the day on which you must present your assignment. You must deliver your speech on the day assigned to you. There are three circumstances in which this rule may not apply. If you are ill and provide a valid note from your physician which meets the requirements set out above in ***Policy for Medical Absences***, then your speech will be rescheduled. If there is a holiday in your religion on the day in question, again your speech will be rescheduled. You must present your re-scheduled speech on day assigned to you. The re-scheduled date is not negotiable. Lastly, you may exchange dates with someone else in the class. If you cannot find someone willing to exchange dates, you must deliver your speech on the assigned day. If the person with whom you have exchanged dates fails to appear on the date initially assigned to you, you will receive zero for the speech.

*Attendance:*

The attendance grade is calculated as follows: for each absence 0.5 is deducted from the given total of 10. To be present one must arrive no later than 10 minutes after the start of class and remain in the class until its conclusion. So, for example, someone who misses 6 classes over the course of the academic year will receive 7.0 out of a possible 10 marks for attendance. See "Accommodation for Absences" above for exceptions from these rules. One important aim of this emphasis on attendance is to ensure that all speakers have an audience to whom they deliver their speeches. It is your responsibility to sign the attendance sheet when you are present in class. Those who are present but occupied with other activities – reading, chatting, preparing work for other classes etc. – are not properly fulfilling the role of an audience member. If I see you engaged in activities of this sort, I shall remove your name from the list of those present without discussion and you will lose your attendance mark for that day.

*Text:*

There are no text books required for this course.

Topics for Speeches

A list of topics for each speech will appear as the year progresses on Web CT. You may choose from among these topics which will cover a wide range of important issues.

Topics not on the list may not be presented.

**Special Instructions:**

**Students who do make inappropriate use of technology in the classroom will be penalised as follows:**

- **First Offence: Lose 1 Attendance mark**
- **Second Offence: Lose 3 Attendance marks**
- **Third Offence: Zero for Attendance**

**For more information please see the Technology Policy in the Appendix (below)**

## Lecture Schedule

### September

|                               |                                 |  |
|-------------------------------|---------------------------------|--|
| Wednesday, 14 <sup>th</sup> . | Introduction to Public Speaking |  |
| Wednesday, 21 <sup>st</sup> . | Introduction to Public Speaking |  |
| Wednesday, 28 <sup>th</sup> . | Introduction to Public Speaking |  |

### October

|                               |                                 |               |
|-------------------------------|---------------------------------|---------------|
| Wednesday, 5 <sup>th</sup> .  | Introduction to Public Speaking |               |
| Wednesday, 12 <sup>th</sup> . | Introductory Speech             | (4-5 minutes) |
| Wednesday, 19 <sup>th</sup> . | Introductory Speech             | (4-5 minutes) |
| Wednesday, 26 <sup>th</sup> . | Informative Speech              | (6-7 minutes) |

### November

|                               |                    |               |
|-------------------------------|--------------------|---------------|
| Wednesday, 2 <sup>nd</sup> .  | Informative Speech | (6-7 minutes) |
| Wednesday, 9 <sup>th</sup> .  | Informative Speech | (6-7 minutes) |
| Wednesday, 16 <sup>th</sup> . | Informative Speech | (6-7 minutes) |
| Wednesday, 23 <sup>rd</sup> . | Informative Speech | (6-7 minutes) |
| Wednesday, 30 <sup>th</sup> . | Impromptu Speech   | (2-3 minutes) |

### December

|                              |                  |               |
|------------------------------|------------------|---------------|
| Wednesday, 7 <sup>th</sup> . | Impromptu Speech | (2-3 minutes) |
|------------------------------|------------------|---------------|

### January

|                               |                            |                 |
|-------------------------------|----------------------------|-----------------|
| Wednesday, 11 <sup>th</sup> . | Recitation from Memory     | (3-5 minutes)   |
| Wednesday, 18 <sup>th</sup> . | Recitation from Memory     | (3-5 minutes)   |
| Wednesday, 25 <sup>th</sup> . | Persuasive Speech (Policy) | (9 –10 minutes) |

### February

|                               |                            |                 |
|-------------------------------|----------------------------|-----------------|
| Wednesday, 1 <sup>st</sup> .  | Persuasive Speech (Policy) | (9 –10 minutes) |
| Wednesday, 8 <sup>th</sup> .  | Persuasive Speech (Policy) | (9 –10 minutes) |
| Wednesday, 15 <sup>th</sup> . | Persuasive Speech (Policy) | (9 –10 minutes) |
| Wednesday, 22 <sup>nd</sup> . | READING WEEK               |                 |
| Wednesday, 29 <sup>th</sup> . | Persuasive Speech (Policy) | (9 –10 minutes) |

## March

|                               |         |
|-------------------------------|---------|
| Wednesday, 7 <sup>th</sup> .  | Debates |
| Wednesday, 14 <sup>th</sup> . | Debates |
| Wednesday, 21 <sup>st</sup>   | Debates |
| Wednesday, 28 <sup>th</sup> . | Debates |

## April

|                               |         |
|-------------------------------|---------|
| Wednesday, 4 <sup>th</sup> .  | Debates |
| Wednesday, 11 <sup>th</sup> . | Debates |



## Appendix to Course Outlines

### Prerequisite Information

Students are responsible for ensuring that they have successfully completed all course prerequisites. Unless you have either the requisites for this course or written special permission from your Dean to enrol in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

### Conduct of Students in Classes, Lectures, and Seminars

Membership in the community of Huron University College and the University of Western Ontario implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

In the classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time to be seated and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior to the start of class. If a student is late, or knows that he/she will have to leave class early, be courteous: sit in an aisle seat and enter and leave quietly.

Please see the *Code of Student Rights and Responsibilities* at:

[http://www.huronuc.ca/students/student\\_life/student\\_policies](http://www.huronuc.ca/students/student_life/student_policies)

### Technology

It is not appropriate to use technology (such as, but not limited to, laptops, PDAs, cell

phones) in the classroom for non-classroom activities. Such activity is disruptive and is distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

### **Academic Accommodation for Medical/Non-Medical Grounds**

For UWO Policy on Accommodation for Medical Illness and a downloadable SMC see: [http://www.uwo.ca/univsec/handbook/appeals/accommodation\\_medical.pdf](http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf)

[downloadable Student Medical Certificate (SMC): <https://studentservices.uwo.ca> under the Medical Documentation heading]

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation will be determined by the Dean's Office in consultation with the instructor.

**For non-medical grounds or for medical grounds when work represents less than 10% of the overall grade for the course, the student must submit a request to the instructor in writing prior to the due date of an assignment, and immediately in the case of a test. (Or as soon as possible following a medical emergency) Students are protected under the Official Student Record Information Privacy Policy and so written requests need only include a broad and general explanation of the situation, and the approximate length of time required. At the discretion of the instructor, the granting of extensions and re-scheduled tests may require the student to submit supporting either medical or non-medical documentation to the Academic Counsellor, who will then make the determination as to whether accommodation is warranted.**

### **Statement on Academic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/handbook/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf) .

### **Plagiarism**

Plagiarism is an academic offence and will be treated as such. Students who are in doubt as to the nature of this offence should consult their instructor, Department Chair or the Dean, as well as the Huron University College Statement on Plagiarism, available at the reference desk in the HUC Library and at <http://www.huronuc.ca/library/Citing/>. In addition, students may seek guidance from a variety of current style manuals available at the Reference Desk in the HUC Library. Information about these resources can be found in LibGuides on the main page:

<http://www.huronuc.ca/library>.

**Students found guilty of plagiarism will suffer consequences ranging from a grade reduction to failure in the course to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Dean's Office, and this**

**record of the offence will be retained in the Dean's Office for the duration of the student's academic career at Huron University College.**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

### **Policy on Special Needs**

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

[http://www.sdc.uwo.ca/ssd/?requesting\\_acc](http://www.sdc.uwo.ca/ssd/?requesting_acc)

### **Attendance Regulations for Examinations**

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

### **Class Cancellations**

In the event of a cancellation of class, every effort will be made to post that information on the Huron website, <http://www.huronuc.ca/accessibility> ("Postings of Service

Disruptions”).

### **Accessibility**

Huron University College strives at all times to provide its goods and services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our goods and services and allowing them to benefit from the same services, in the same place as, and in a similar way to, other customers. We welcome your feedback about accessibility at Huron. Information about how to provide feedback is available at:

<http://www.huronuc.ca/accessibility>

### **Program and Academic Counselling**

English students registered at Huron who require advice about modules and courses in the English Department should contact Dr. C. Davies, Chair – cedavies@huron.uwo.ca. Students should contact Academic Counselling on other academic matters. See the Academic Counselling website for information on services offered.

[http://huronuc.ca/students/service\\_centre/academic\\_counselling/](http://huronuc.ca/students/service_centre/academic_counselling/)