General purpose of this document: The document serves as the course syllabus and tentative schedule. Any part of this document can appear on an exam any time this semester. Changes in the contents of this document are announced in class and documented if major.

Course Information: The purpose of this course is to develop basic skills in public speaking. The course consists of lecture, video, classroom exercises, exams and performance.


Instructor Information: Susan M. Nead - BFA, MS - Texas Christian University
Office: FA 2120
Office Hours: 11-12 MWF / 1230-130 TTH (by appt)
Phone: 817.272.2163 (message-emergency only)
E-Mail: SuzyNead@UTA.edu

Americans with Disabilities Act: Please inform me immediately, with or without documentation, of any condition, which requires special needs attention. Extra time for exams will be considered only with university documentation.

University Drop Procedure: The only individual who can drop you from a course is you. Neither I, nor any member of the staff, can initiate this process. A space to keep track of your progress is provided with this document. Please use it.

Academic Dishonesty: It is the philosophy at the University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with university regulations and procedures. Discipline may include suspension or expulsion from the university.

Inclement Weather Notice: I live on a farm south of Weatherford. Please stay aware of weather conditions. If the local network news stations report that the Weatherford Independent School District is closed, I will not be in. Activities scheduled for that day will automatically move to the next class period. Any further changes to the schedule will be discussed then.
Fundamentals of Speech

Assignment Guidelines

I. Speeches
   A. Introductory
      1. Purpose
         a. Tell the class about yourself
         b. Break the ice
      2. Time
         a. 3-5 minutes
         b. No penalties
      3. Dress
         a. Neat college attire
         b. Problems
            1) Frayed hems
            2) Offensive messages
      4. No outline
      5. No bibliography
      6. Speaking notes
         a. None required
         b. No manuscripts

   B. Informative
      1. Purpose
         a. Provide new information
         b. Clarify misinformation
         c. Give instruction
         d. Topic – student’s choice with approval
      2. Time
         a. 4-6 minutes
         b. -5 points for every 30 seconds over/under
      3. Visual Aid
         a. Minimum 2 overhead projections
         b. Other acceptable forms
            1) Objects/models
            2) Posters
            3) Demonstrations
            4) Audio
            5) Self
      4. Dress
         a. Professional
         b. Appropriate for speech
      5. Outline required
         a. Key word format (-5 points if not)
         b. Must be typed (not accepted otherwise = 0)
         c. Not accepted late (= 0)
      6. Bibliography
         a. Any format
         b. Must be typed (not accepted otherwise = 0)
c. Include at end of outline or on separate page
d. Not accepted late (= 0)
e. Minimum of three resources (-2 points for each less)

7. Speaking notes
   a. Note cards only
   b. No more than 8 (-2 for each over 8)
c. Written one side only (-2 points each time)
   d. Do not attach (-2 points if attached)
   e. Only accepted form of speaking notes – not required

C. Persuasive
   1. Purpose
      a. To convince
         1) Change opinions
         2) Reinforce opinions
      b. To actuate
      c. Topic – student’s choice with restrictions
         1) No preaching or religious ideology
         2) No pro or con
            a) Abortion
            b) Capital punishment
            c) Euthanasia

   2. Time
      a. 6-8 minutes
      b. –5 points every 30 seconds over/under

   3. Visual aid (same as informative)
   4. Dress (same as informative)
   5. Outline (same as informative)
   6. Bibliography (same as informative)
   7. Speaking notes (same as informative)

D. Ceremonial TBA

II. Exams
   A. Three
   B. Bring 882 Scantron
   C. Bring #2 pencil

III. Classroom exercises
   A. Unannounced
   B. No “make-ups”
   C. Receive total points for just participating

IV. Groups
   A. Paper
      1. Short overnight assignment
      2. Requires keen observation of group members
   B. Typed (not accepted otherwise = 0)

Outlines and bibliographies will not be accepted if not typed!
Students using manuscripts for any speech will receive a zero!
### Fundamentals of Speech

#### Grade distribution sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom exercises</strong></td>
<td></td>
<td></td>
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<tr>
<td>Dyads</td>
<td>15</td>
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<tr>
<td>Listening</td>
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<td>Language</td>
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<tr>
<td>Informative Critique</td>
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<tr>
<td>Persuasive Critique</td>
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<tr>
<td>Group</td>
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<tr>
<td><strong>Papers</strong></td>
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<tr>
<td>Informative Outline</td>
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<tr>
<td>Persuasive Outline</td>
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<tr>
<td>Ceremonial Manuscript</td>
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<tr>
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<td><strong>Total possible:</strong></td>
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<tr>
<td><strong>Plus Bonus points</strong></td>
<td>+____</td>
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<tr>
<td><strong>Less attendance</strong></td>
<td>-____</td>
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<tr>
<td><strong>Total Points Accumulated:</strong></td>
<td>______</td>
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</tr>
</tbody>
</table>

**Grade Distribution:**

- 657-730=A;
- 584-656=B;
- 511-583=C;
- 438-510=D;
- less than 438=F