CMM 121: Fundamentals of Speech

Associate Professor: Kari M. Proft  
Phone: 847-543-2977 (office)  
847-917-8174 (cell)  
Email: kproft@clcillinois.edu  
Office: V210-Southlake (Vernon Hills) Campus/10 weekly in-office hours established

Required Text/Materials:  
Coopman, Stephanie J., and James Lull. Public Speaking: The Evolving Art. 2nd ed.  
CLC student email and BlackBoard access  
Organization notebook; preferably 1-inch 3-ring binder with loose leaf paper

Grading:  
The instructor will maintain student grades for course completion but the student is expected to be self advised on current grade status. Grades are determined on a 90/80/70/60 percent scale which will minimally include completion of the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Value Speech</td>
<td>25</td>
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<tr>
<td>Visual Aid Speech</td>
<td>50</td>
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<tr>
<td>Informative Research Speech</td>
<td>75</td>
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<tr>
<td>Persuasive Research Speech</td>
<td>100</td>
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<tr>
<td>Speech Outlines (x3)</td>
<td>45</td>
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<tr>
<td>Self Evaluations (x3)</td>
<td>30</td>
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<td>Library Assignment</td>
<td>25</td>
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<tr>
<td>Audience Analysis Survey</td>
<td>15</td>
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<tr>
<td>Midterm</td>
<td>75</td>
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<tr>
<td>Final</td>
<td>75</td>
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The individual Student Grade Chart and BlackBoard will report the full assignment list and allocated points for the course section.

The preferred means of contact with the instructor is through CLC email. Email receipt will be confirmed within two school days. For immediate questions or concerns, use of the cell phone number is appropriate. Office hours are designated for student consults and prove to be valuable in student achievement in this course. It is recommended that you notify the instructor of when you expect to attend to facilitate coordination with other students using the resource.
Course Description:

This course combines a theoretical basis with practical verbal and nonverbal skills to enhance public speaking effectiveness. Focus is on techniques and skills to develop, research, organize, adapt, deliver, and critique public speaking messages. Students are offered ways to increase learning outcomes through:

- Reading of the text
- Lecture, discussion, and interactive application exercises
- Public speaking performance
- Evaluations by self, peers, and instructor

Course Objectives and Learning Outcomes:

As a result of completing this course, students will be able to:

- Define the theoretical communication process and factors influencing it.
- Extend the process of listening and ways to reduce common listening problems.
- Identify content focus of a public address message.
- Apply appropriate organizational functions and structure for the defined public communication event.
- Adapt verbal and nonverbal communication to the audience in a public address message.
- Identify and incorporate credible supporting research into public address messages.
- Examine fallacies in reasoning and demonstrate use of evidence, credibility, logic, and emotional appeal in persuasive public address.
- Demonstrate basic oral delivery skills
- Prepare and present visual aids.
- Complete preparatory outlines with proper symbolization and indentation.
- Experiment with methods of controlling physiological effects of speech anxiety through non-distracting means.
- Interpret areas of strength and weakness of a performed public address.
- Illustrate time management and organization skills.
Course Policies with Grade Impact:

Course Attendance/Requirements: Attendance is required and taken at all sessions; there are no excused absences. After 4.5 hours of missed class time, a 5% reduction in your overall course point structure will be applied for each additional absence. For missed class sessions, the student is responsible for getting the content from a peer. Tardiness is also disruptive and discouraged; consistent tardiness will add up to class time missed and affect your grade in equivalence. **If you arrive to class while a peer is presenting a speech, enter the room after they have finished.**

All students are expected to behave responsibly and respectfully in the classroom. Exiting and re-entering the classroom should only be done on a necessary basis. The use of cell phones, text messaging, working on assignments for other courses, reading outside course materials, sleeping and/or swearing are not acceptable classroom behaviors. Identification of such behaviors by the instructor can lead to student dismissal from the classroom.

Class Preparation: As a student enrolled in this course, spending two hours preparation time for each credit hour of the course per week is necessary. The assigned reading should be completed before class. It is expected that concepts and theories from the text will be incorporated into speeches. Assignments are due at the beginning of the class, in hard copy. **Assignments are not accepted by email without written consent from the instructor.** No assignment will be accepted beyond one week past the due date without prior written consent from the instructor. No assignments will be accepted after the final exam.

Preparation outlines are required for three graded speeches. Late outlines will be reviewed for approval of speech delivery but will not be allocated a point value. **Being unprepared to deliver your speech or being absent on the day you are scheduled, will result in a speech grade reduction of 30%.** Speeches are to be individually developed. Using another’s speech or using large verbatim sections of information from the work of another will be considered cheating and will result in a failing grade.

A midterm and a final examination will be given. Exams will consist of multiple-choice and minimal short answer questions. Material for the examinations will be taken from text, lecture material, and classroom discussions. Make-up examinations are strongly discouraged and will be in essay form.

**You must deliver all 4 graded speeches to pass the course.**