

# PUBLIC SPEAKING

## Mountain Vista H.S. ~ 2016-2017 (Fall Semester 2016)

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**Course Description** — (1 semester, 0.5 high school elective credit):

Students will develop self-confidence through writing and presenting speeches on various topics. Developing the students' skills in researching, outlining, speech writing and critical listening will be stressed, with special emphasis on organization of ideas and delivery of speeches.

Practical applications of public speaking skills will also be demonstrated through group discussion activities.

### Book and Materials

*Public Speaking Today* by Diana Carlin & James Payne. 3rd Edition (1998). National Textbook Company (NTC), Lincolnwood (Chicago), Ill. (Douglas County School District-adopted textbook.)

Bring all the appropriate materials, including a class notebook or binder, every day to class.

### Essential Learnings

1. Knowledge of the communication process in oral language through intrapersonal, interpersonal, group, public-to-mass media contexts.
2. Knowledge of the perception of communication based on quality and quantity.
3. Knowledge of the influence communicators have on self and audience.
4. Knowledge of communication in critical thought and application to the real world.
5. Knowledge of influential speeches as a learning tool to provide core structure and effectiveness of message.
6. Ability to use verbal and nonverbal language to convey a message.
7. Ability to tailor communication style based on audience and intent.
8. Ability to use delivery techniques to enhance communication, including but not limited to: eye contact, hand gestures, movement, vocal variety, projection and appearance.
9. Ability to research and write for a variety of communicational purposes, including but not limited to: public speeches, relationship communication, business communication, social communication and impromptu speaking.
10. Ability to construct speeches using thesis statements, body and conclusion, including but not limited to: informational, current events, persuasive, impromptu and debate speeches.
11. Ability to analyze various communication situations and adapt message for relevance to audience.
12. Ability to self-critique and evaluate communication.
13. Ability to communicate ethically to enhance and establish credibility.

### Assessment for Learning

You will have several opportunities to show your knowledge and demonstrate your skills. I firmly believe that you can set the agenda on how you reach the educational objectives set for you by the school district and the standards set for you by the State of Colorado. I must be sure that you are proficient in the class. When you can satisfactorily demonstrate that you can meet a significant number of the course objectives and standards, you will be proficient.

You must remember that you can learn, that success breeds success and that I can control the conditions of success (in other words, my job it to see that you are successful, or, as indicated above, proficient).

You will be evaluated in the following categories:

(1) SKILL DEVELOPMENT ACTIVITIES — You will concentrate on improving your reading, writing, listening, speaking, critical thinking, visual, and non-verbal skills. Throughout each unit of learning, activities (for example, assignments, textbook exercises, assigned reading, discussions) will be selected by you and/or assigned by me and turned in for evaluation. These may be in-class or homework.

(2) TESTS/QUIZZES — Tests will be announced at least three days in advance. Tests are usually over one unit, but may be more than one chapter. Quizzes will be short, yet powerful. Quizzes usually cover assigned readings, lectures and/or previous activities.

(3) SPEECHES — Verbal and visual presentations of information in a variety of ways. The majority of your final grade will be from this category. Speeches are generally assessed by rubric, with specific evaluation by the teacher. Students who are most successful in presenting speeches have practiced their speeches outside of class. A good rule of thumb for practice is to practice ten times the length of the speech; so, if a speech is required to be 5 minutes, you should practice, all total, 50 minutes.

(4) CRITICAL THINKING — This is a very important part of the overall assessment of your public speaking and listening skills. Because the nature of communication in the world is demanding, this class, therefore, is demanding. Thinking and reacting critically is a must. Those of you who consistently demonstrate outstanding critical thinking and a mastery of the skills being taught will be rewarded with knowledge — nothing else is as important in your life. Those of you failing to achieve these expectations will be supported until you do.

Your success is my job, so please see me for additional support. If you need something to be successful, please let me know.

Grading scale: 100-90% = A; 89-80% = B; 79-70% = C; 69-60% = D; 59% and lower = F.

Late work, including speeches, will be accepted at a 10 percent penalty for each day late. Please see me in person regarding missed deadlines and/or extended time. If you are not prepared to deliver a speech on the scheduled day or the day you are selected, you are expected to deliver the speech at the beginning of the next scheduled class period.

No extra credit is available.

Assignments not completed will be entered into the gradebook as a “0” until they are completed and evaluated. Grades will be entered weekly — typically on Thursday — on Infinite Campus. Using Infinite Campus is the best way for you (and your parents) to evaluate and me to alert you of your current performance in the class.

### **Make-Up**

Make-up will be allowed for excused absences *only*. Generally, you will be given one day for each day absent, plus one additional day, to make-up any missed classwork. If you know you will be absent (vacations, appointments, activities, for example), you must see me for your assignments *before* your excused absence. You must ask me when you return for your make-up assignments. If you fail to do so, you may jeopardize your chances of making-up the work for full credit.

Speeches must be given on the assigned day. Students with an excused absence on the day of their assigned speech are expected to present on the day they return to class, unless arrangements are made. A student with unexcused absence on the day of his/her scheduled speech will lose 10 percent of the final presentation grade for each day the speech is late. A student who is not prepared to deliver his/her speech on the day scheduled, will lose 10 percent of the final presentation grade for each day the speech is not delivered.

### **Policy (absences and tardies)**

One cannot be successful in school unless he/she is present, on time and ready to learn. Attendance and punctuality, therefore, are of the utmost importance.

Please review the policies in your MVHS Student Handbook. They will be followed in this class *exactly* as written. Please note the following in your handbook: attendance and student behavior expectations/responsibilities, including cell phones, insubordination, personal items, unacceptable language, food/drink and tardies.

According to district and school policy, any student with excessive excused and/or unexcused absences may lose credit for that class.

Be on time to class. Class begins promptly, so it is critical you are seated and ready to listen and participate.

Unexcused tardies (all tardies are “unexcused” unless the student presents a note from a teacher or the office) will be dealt with on an individual basis. According to school policy, a student who arrives to class more than 10 minutes late is absent (not tardy). Three unexcused tardies results in an unexcused absence, according to school policy.

### **Personally Owned Device**

Students at MVHS are strongly encouraged to have a personally owned device (like a Chromebook or laptop) to supplement what we have available at school. Often, you will be asked to bring it, if possible.

### **Contact**

Please contact me via e-mail (it’s the best way to get in contact with me): [mark.newton@dcsdk12.org](mailto:mark.newton@dcsdk12.org).

I am available for student support before school, during SOAR, after school and during my planning periods (2<sup>nd</sup>, and 7<sup>th</sup> periods) in U328. I am usually in the MV Media Editor office (U332) or the English Department office. ***Please see me if you need anything.***