



**ESSEX COUNTY COLLEGE**  
**Humanities Division**  
**ENG 109 – Effective Speech**  
**Course Outline**

**Course Number & Name:** ENG 109 Effective Speech

**Credit Hours:** 3.0    **Contact Hours:** 3.0    **Lecture:** 3.0    **Lab:** N/A    **Other:** N/A

**Prerequisites:** None

**Co-requisites:** None

**Instructor:** TBA

**Email:** TBA

**Office Hours:** By appointment

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**Course Description:** Effective Speech will cover the basic elements of public speaking. The student will prepare and present several brief speeches with emphasis on content, organization and delivery.

**Textbook:** Metcalfe, Sheldon. *Building a Speech*. 7th ed. Boston: Wadsworth, Cengage Learning, 2010; ISBN #: 13-978-0-495-56757-83.

**General Education Goals:** ENG 109 is affirmed in the following General Education Foundation Category: Written and Oral Communication. The corresponding General Education Goal is as follows: Students will communicate effectively in both speech and writing.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. Give speeches;
2. Exhibit appropriate speaking/presentation behaviors while delivering the speeches; and
3. Deliver coherent, articulate speeches.

**Measurable Course Performance Objectives (MPOs):** Upon successful completion of this course, students should specifically be able to do the following:

1. Give speeches:
  - 1.1 *present a number of extemporaneous speeches; and*
  - 1.2 *stay within the time limit allocated for each speech*
  
2. Exhibit appropriate speaking/presentation behaviors while delivering the speeches:
  - 2.1 *maintain calmness and control one's nerves in front of the audience;*
  - 2.2 *maintain a relaxed, comfortable stance while delivering the speech;*
  - 2.3 *use eye contact with the audience while delivering the speech;*
  - 2.4 *use a clear voice that projects sufficiently for the room in which the speech is given;*
  - 2.5 *refer to speaking notes written in topic outline format as necessary while presenting the speech;*
  - 2.6 *answer questions from the audience after at least one speech*
  
3. Deliver coherent, articulate speeches:
  - 3.1 *use appropriate language in the delivery of the speech;*
  - 3.2 *focus and limit each speech topic with a clear introductory statement that indicates the purpose of the speech;*
  - 3.3 *include a clear thesis in the opening of each speech;*
  - 3.4 *use topic format for speaking notes;*
  - 3.5 *develop the speech with appropriate, relevant details and examples; and*
  - 3.6 *end the speech with a clear conclusion*

**Methods of Instruction:** Instruction will consist of lecture, discussion, and the development of a number of speeches of varying types and lengths.

**Outcomes Assessment:** Checklist rubrics are used to evaluate sampled student speeches for course objectives, such as clear opening (thesis), well-developed material, conclusion, clearly projected delivery, meeting the assigned time, and eye contact.

**Course Requirements:** All students are required to:

1. Prepare and deliver at least four speeches chosen from among the following types:
  - A. Informative speech
  - B. Demonstration speech
  - C. Speech defending a position
  - D. Persuasive speech
  - E. Impromptu speech
  - F. Group Discussion
2. Deliver a satisfactory speech as the final.
3. Read all assignments and participate in class discussion.

**Attendance Policy:** Regular and prompt attendance is essential for academic success. Faculty members take attendance at each scheduled class session. Students are expected to attend and be on time for all classes. Individual faculty members may establish specific attendance policies. Attendance records will be turned in to the appropriate Division/Department Chair and/or Program Director at the end of the term and in the interim upon request. Any students with more than three unexcused absences will automatically fail the course.

**Methods of Evaluation:** Final course grades will be computed as follows:

<b>Grading Components</b>	<b>% of final course grade</b>
<ul style="list-style-type: none"> <li>• <b>Early-semester speeches</b>            (dates to be assigned by the instructor)            Speeches will show evidence of the extent to which students meet course objectives including, but not limited to, being able to prepare a speech and deliver it from notes in topic outline format within the allotted time assigned for the specific speech.</li> </ul>	<b>25 – 40%</b>
<ul style="list-style-type: none"> <li>• <b>Mid-semester speeches</b>            (to be assigned by the instructor)            At this point in the semester, speeches will show increasing evidence of the student’s ability to prepare and present well-developed speeches that follow the assignments’ specific guidelines in terms of topic, method of delivery, and speaking notes among other course objectives. It is strongly suggested that one speech is delivered at or following mid-semester.</li> </ul>	<b>25 – 40%</b>
<ul style="list-style-type: none"> <li>• <b>1 speech as the final</b>            (to be assigned by the instructor)            The Final Speech should demonstrate the student’s mastery of the course material by selecting an appropriate topic, method of development, proper topic outline notes, delivery within the assigned time limit (somewhere between 6 and 10 minutes in length). Answering questions from the audience should <b>not</b> be part of this assignment.</li> </ul>	<b>25 – 50%</b>

NOTE: The instructor will provide specific weights, which lie in the above-given ranges, for each of the grading components at the beginning of the semester.

**Grading System:**

<b>A</b>	<b>90% - 100%</b>	<b>Superior</b>
<b>B+</b>	<b>87% - 89%</b>	<b>Very Good</b>
<b>B</b>	<b>80% - 86%</b>	<b>Good</b>
<b>C+</b>	<b>77% - 79%</b>	<b>Above Average</b>
<b>C</b>	<b>70% - 76%</b>	<b>Satisfactory</b>
<b>D</b>	<b>60% - 69%</b>	<b>Passing</b>
<b>F</b>	<b>59% - 0</b>	<b>Failing</b>

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

- plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
- cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
- interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
- fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** This is a tentative course schedule; the instructor reserves the right to make changes on it to make it better for the student's development. Notice will be given should any changes take place.

### **Class Meeting**

<b>(90 minutes)</b>	<b>Topics to be Covered/ Class Activities</b>
1 – 2	Orientation & Course Introduction/Review of Class Syllabus
3 – 4	Short reading of student's choice or a brief introductory statement by each student (1 minute just to get the students ready before class – not graded) Discussion of good speakers
5 – 6	The basics of speaking before an audience Preparation and practicing the speech
7 – 8	Preparing speaking notes: topic outline format
9 – 10	<b>Speech #1</b> (recommended time limit: 3 minutes)
11 – 12	Lecture/discussion regarding a Demonstration Speech
13 – 14	<b>Speech #2</b>
14 – 16	Lecture/discussion regarding Persuasive or Informative Speech
18 – 21	<b>Speech #3</b>
22 – 24	<b>Speech #4</b>
25 – 26	<b>Final Speech</b> (recommended time limit: approximately 6 to 10 minutes, which gives the student the opportunity to show mastery of the course)