



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

Course Description

Effective Speech communication will cover the basic elements of public speaking. Students will prepare and present three speeches with emphasis on content, organization, and delivery.

Students will write, research and documentation, outline, discuss, understand, practice, and present effective speech communication. It is this value that provides the framework for producing and evaluating oral messages in public speaking contexts.

Required Text(s) and materials:

- **Textbook:** Metcalfe, Sheldon. *Building a Speech*. 8th ed. Boston, Massachusetts: Cengage, 2013. Student ISBN: 9781111348373
- Flash Drive
- A Folder with two pockets to submit work in a professional manner
- Dictionary and/or Thesaurus
- Notebooks, laptops, pens, stapler, etc.

Note: eBook: Cengage Advantage Books: [Building a Speech](#) **9781133973843**

For documentation of sources, you can go to Purdue OWL Online Writing Lab under the MLA tab (<https://owl.english.purdue.edu/owl/>). I will provide examples of some additional entry formats.

Introduction

This course is about effective speech communication and the ability to listen, understand, and act on various topics. It means building your confidence, commitment, and creativity.

It is also a course where you will learn professional skills in an academic setting. This will help prepare the foundation, creating and considering different structures, and delivery. All these skills are important in your careers as well as in communicating effectively.

General Education Goals: ENG 109 involves written, oral and interpretive communication. Students will communicate effectively in speech, writing, and presentation.

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

1. Give speeches in PowerPoint presentations;
2. Exhibit appropriate speaking/presentation behaviors while delivering the speeches; and
3. Deliver coherent and 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; and;
- 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 lectures, discussions, PowerPoint presentations 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, impact etc.

Course Requirements: All students are required to:

1. Prepare and deliver the following speeches:
 - A. Exam 1: Introduction Speech
 - B. Exam 2: Informative Speech
 - C. Exam: Persuasive Speech
2. Deliver speeches satisfactorily
3. Read all assignments and participate in class discussions.

Methods of Evaluation:

Note: Recommended time limit: approximately 6 to 10 minutes, which gives students the opportunity to show mastery of the course

Introduction Speech	3-5 minutes	PowerPoint	20%
Informative Speech	3-5 minutes	PowerPoint	30%
Persuasive Speech	6-10 Minutes	PowerPoint	30%
Attendance and Participation			20%
Total			100%

Grading System:

A	90% - 100%	Superior
B+	87% - 89%	Very Good
B	80% - 86%	Good
C+	77% - 79%	Above Average

C	70% - 76%	Satisfactory
D	60% - 69%	Passing
F	59% - 0	Failing

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; Plagiarism will result in a failing grade on the assignment. If a second assignment is plagiarized, the course grade will be F.
- **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: Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, and/or failure in the course.

Student Code of Conduct: All students are expected to conduct themselves as responsible and as 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 in all class meetings. Cell phones or similar electronic devices must be turned off in class.

Expectations and Additional Notes:

- Speeches must be presented on the day assigned, and all students will conduct presentation speeches as assigned for the course.
- Students will receive help in preparing their speeches
- Students will start by brainstorming, questioning, and outlining; and finally, drafting their speeches
- Students will do PowerPoint Presentations
- Students must perform at the level of work required and expected for the course

Attendance: Attendance is very important because most ideas happen in class—both instruction and grading.

Responsibility for work: You are responsible for the course work from the day it is assigned and/or presented to the class.

- Reading assignments should be finished prior to the class for which they are assigned.
- Taking notes in class is important.

Classroom Behavior:

Please be prompt and be prepared for class to begin

- Be on time for presentation of speeches
- Please confine speaking in class to the topic under discussion
- Cell phones, beepers, and any other electronics must be turned off during class lectures
- No texting or answering calls in class
- No headphones are allowed or worn in class
- No fez caps, I need to see your facial profiles
- No Sun glasses unless if you had eye surgery
- No eating, drinking, or chewing of gum are allowed in class
- Avoid any disruption or disturbance in class

Audience: When you are not presenting, you have the function and the responsibility of being part of the audience. By listening to and observing your classmates, you not only give them the experience of having an audience, but you also can observe both good points and problems in speaking that may help your own work.

Handling of Assignments: At the end of the class or the following session, students will receive comments and their written evaluations. If there is something in my comments that you do not understand, see me after class. Please I strongly recommend that you do not discuss the comments you received with classmates who have not spoken. It is unfair to the other students who have spoken, so let's give everyone a chance.

Writing Conference and Communication

The instructor has office hours to conference with students. Students who need help or further instruction must communicate their concerns to the teacher immediately.

During the course of the summer session, I'll conference with students and guide them through the writing, studying, and learning process.

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

(90 minutes) Topics to be Covered/ Class Activities

Week 1/Days:

- 1 -Overview of syllabus;
 -Introductions—Students and teacher
 -Teach Modern Language Association (MLA) Style
- 2-3 -Introducing the study of public speaking (2)
- 4 -Understanding and reducing your apprehension (15)
- 5 -Building your first speech (28)

Week 2/Days:

- 6 **-Read Unit One:** Surveying the Landscape
 -Analyzing your audience (43)
- 7 -Improving your listening skills (64)
 -Considering the ethics of public speaking (81)
- 8 -Learn about ideas of speakers and speeches (watch videos)
- 9-10 -Research, prepare, outline, and practice Introduction Speech
 -Discussion includes sending and receiving messages, facing and overcoming anxiety, maintaining a positive attitude in public speaking etc. (16-19); resumes and cover letters
 -Discuss and review-Introduction Speech
 -Exam: PowerPoint Presentation One: Introduction Speech (6-7 minutes)

Week 3/Days:

- 11 -Examine and discuss some of the famous speeches (e.g. Watch videos) Martin Luther King, Jr's speech)
 -"I have a Dream", Barack Obama's "Democratic Convention's Address."
- 12 -Obama's "Eulogy for Clementa Pinkney"
 -Winston Churchill's speech during war;
- 13 -John F. Kennedy's "Inaugural Address";
- 14-15 -Abraham Lincoln's "Second Inaugural Address".
 -Research, review, discuss, and practice

Class Meeting**(90 minutes) Topics to be Covered/ Class Activities**

Week 4/Days:

- 16 **-Read Unit Two and Three:** Preparing the Foundation; Creating the Structure
 -Conducting Research and documentation, review, and discuss topics (116)
- 17 -Choosing Supporting Details (141)
 -Prepare, outline, and practice Informative Speech, that is, teach us something new
- 18 -Selecting the topic and purpose (102)
 -Conducting research-establish credibility, use of primary and secondary sources (117-118)
- 19 -Discuss case studies (146); personal and expert testimonies (148-149)

- 20 -Discussion-introduction, conclusion (190-199)
 -Discuss, review, and prepare- Informative Speech (270)
 -Exam: PowerPoint Presentation Two: Informative Speech (6-7 minutes)

Week 5/Days:

- 21 **-Read Unit Four and Five:** Refining the Appearance; Different Types of Structure
 -Discussion continued-Organization and selection-Introduction and conclusion (190-199)
- 22 -Use of Audiovisuals; Developing Language and delivery (206-247)
- 23 -Research, review and discuss Persuasive Speeches, that is, speech to evoke critical thinking;
- 24-25 -Prepare, outline, and practice Persuasive Speech and Delivery
 -Review Persuasive Speech (292)
 -Exam: PowerPoint Presentation Three: Persuasive Speech (6-7) minutes
 -Evaluations