



**Class:** CMN 1310 022

**Classroom:** Coleman Hall 2290

**Class times:** 2-3:15 p.m. TTh

**Instructor:** Muriel Everton, Ph.D.

**Office:** 1258 McAfee (southeast corner of the building, downstairs, to the right of the SE entry to the building)

**Office hours:** MTW 8-11:00 a.m.: or by appointment (I live half a mile away so it's OK to make appointments.)

No telephone in the office, please e-mail.

**E-mail:** [meverton@eiu.edu](mailto:meverton@eiu.edu)

**Textbook:** Coopman, S. J. & Lull, J. (2012). *Public Speaking: The evolving art* (2d.) Boston, MA: Wadsworth Cengage.

## Required Assignments:

Informative speech 3-5 minutes 100 points. It is a non-persuasive assignment to speak about a topic without bias. Written instructions and an outline guide will be given and explained in class.

Persuasive speech 5-7 minutes 125 points. This speech will be given to convince the class on a controversial issue using persuasive techniques which will be discussed in class. Two pages of instructions and two outline guides will be given and discussed in class.

Persuasive speech/special occasion 7-9 minutes 150 points. This speech will use guides to explain how to introduce speakers, accept awards graciously, and give tributes to deserving people or a group. Written instructions will be given.

Critical skills paper 100 points. A typed paper critically analyzing other speeches will be written. The paper should demonstrate critical analysis of speeches using the skills in public speaking learned in the class.

**Other assignments:**

Class participation	100 points
Speech outlines	15 points each, one per speech
Speech planning forms	15 points each, one prior to each speech
Quizzes	50 points each over reading and lectures
Final exam	100 points
Occasional class exercises	5 points each as needed, no makeup

**If your final grade is in doubt**, the instructor will look primarily at your main speech grades to see whether the grades improved throughout the semester. Other speech assignments or group presentations will be assigned as time permits and basic skills are acquired.

**Quality work is a requirement!** Your presentations must be businesslike as though they were to be given at a business meeting, an academic workshop, or at a community advocacy meeting.

**Attendance** at every class is critical! Speakers must have an attentive audience and instructions given in class for each assignment must be followed. You will lose 5 points per absence after 3 absences.

Listeners must be attentive to those speaking. Feedback from the listeners will encourage speakers to do their best. Any student perceived as not listening will receive deduction of participation points.

**Credibility** of the speaker is a must! Your audience must believe and trust that your information is accurate, true, and current. Credibility is achieved by knowing your topic and through preparation and practice. Citing sources of information used in the speech is required. Visuals for each speech are also required.

You must give your speeches when they are scheduled! There is no time “later.” Permission to give a late speech is at the discretion of the instructor. Such permission will be given only when documentation which includes a medical excuse from a doctor or a university-approved absence is presented.

If you have a documented disability and have a paper from the Office of Disability Services, please let the instructor know immediately.

**Final exam:** Thurs. May 8, 10:15-12:15 p.m.