

**EASTERN ILLINOIS UNIVERSITY
DEPARTMENT OF COMMUNICATION STUDIES**

CMN 1310-G: Introduction to Speech Communication

*The only difference between professional speakers and novices
is that the pros have trained their butterflies to fly in formation. –Edward R. Murrow*

Instructor Name: Richard G. Jones, Jr. Email: rgjones@eiu.edu

Office: Coleman 1751

Office Hours: M 1:00 – 2:30, T & R 11:00 – 12:15

Fall 2018, 3 credit hours

GTA By Section

CMN 1310G	001	90008	MWF	8:00 AM	8:50 AM	COLE 1731	Pettit
CMN 1310G	002	90567	MWF	9:00 AM	9:50 AM	COLE 1110	Pettit
CMN 1310G	003	92969	MWF	10:00 AM	10:50 AM	COLE 1110	Hinote
CMN 1310G	009	90573	MWF	2:00 PM	2:50 PM	COLE 1110	Hinote
CMN 1310G	011	92970	MW	4:00 PM	5:15 PM	COLE 1721	Stone
CMN 1310G	014	90577	TR	11:00 AM	12:15 PM	COLE 1210	Wiedeman
CMN 1310G	017	90580	TR	2:00 PM	3:15 PM	COLE 1721	Baldwin
CMN 1310G	018	92971	TR	2:00 PM	3:15 PM	COLE 1210	Blakney
CMN 1310G	019	90581	TR	3:30 PM	4:45 PM	COLE 1210	Blakney
CMN 1310G	020	90582	TR	3:30 PM	4:45 PM	COLE 1731	Baldwin
CMN 1310G	021	92613	TR	9:30 AM	10:45 AM	COLE 1210	Wiedeman

IMPORTANT NOTE: Use this contact information to keep your instructor informed of anything that is interfering with your performance or attendance in class such as illnesses, family emergencies, or other personal issues. You do not need to share details, but letting your instructor know what's going on before you miss class will increase the chance that accommodations can be made.

Required Materials:

Textbook: Coopman, S. J., & Lull, J. (2015). *Public speaking: The evolving art* (3rd ed.). Boston, MA: Wadsworth Cengage. (available at Textbook Rental)

Workbook: *CMN 1310: Introduction to Speech Communication* (available at the University Bookstore in the MLK Student Union – cost is \$6.25)

Course Webpage: <http://www.eiu.edu/~commstudies/1310.php>

Description: This course focuses on the fundamental principles of selecting, analyzing, evaluating, organizing, developing, and communicating information, evidence, and points of

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view orally. The course includes instruction in techniques of listening and informative, persuasive, and reactive speaking.

Course Objectives: The Illinois Articulation Initiative has identified the following objectives for the basic communication course. By the end of the course, students will be able to:

1. Have a theoretical understanding of communication
2. Understand the relationships among self, message and others
3. Understand the process of effective listening.
4. Phrase clear, responsible and appropriate purpose statements
5. Develop specific, well-focused thesis statements
6. Organize and outline an effective message
7. Analyze an audience and situation, then adapt a message to those needs
8. Generate ideas and gather materials
9. Incorporate materials from various appropriate sources, using proper verbal citations
10. Use evidence, reasoning and motive appeals in persuasive speaking
11. Establish credibility by demonstrating knowledge and analysis of topic
12. Prepare and use visual aids that promote clarity and interest
13. Use language that is appropriate to enhance understanding and effect the desired result
14. Use extemporaneous delivery with reasonable fluency, expressiveness and comfort
15. Cope effectively with the tensions involved in public speaking
16. Demonstrate acceptable ethical standards in research and presentation of materials
17. Listen to, analyze and critique oral communication

Welcome: Welcome to Introduction to Speech Communication! I am excited to work with you this semester on developing your speaking and listening skills. This course is one of only a few that is required for all EIU students, which shows that the university values speaking and listening. In fact, speaking and listening is one of EIU's Undergraduate Learning Goals, along with writing and critical reading, critical thinking, quantitative reasoning, and responsible citizenship. The knowledge and skills you gain in this course will help you succeed in other courses you are taking and will take, in your careers, in your relationships, and in your communities. As you may know, national surveys find that good communication and listening skills are the most important skills employers look for in their employees. Also, students who do well in an introductory speech course are shown to be more successful in the rest of their college career. My default is to refer to you with the name that appears on my roster. If you have a preferred name that you would like me to use, please let me know. Again, welcome, and let's have a great semester!

Student Responsibilities: Students are expected to attend class and participate in class discussions, read the assigned reading material before class, pass exams, deliver four speeches, complete the peer and self-evaluations, and complete additional assignments as indicated by the instructor. Federal guidelines dictate that institutions should expect students to work for at least two hours outside of class for each hour of in-class instruction. That means that you should expect to work, on this class, at least six hours a week in order to earn credit for this course. The bulk of your out of class work time should be spent on chapter preparation assignments and speech preparation.

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Student Standards Statement: The faculty in the Department of Communication Studies uphold the standards of good scholarship and expect our students to do the same. We expect that students earning a degree in Communication Studies will develop superior reasoning/critical thinking, argumentation, writing, and presentational skills while also building a comprehensive knowledge of their content area. Students in Communication Studies classes will be expected to read all assigned materials, write extensively, complete their own work, and engage in respectful interactions in the classroom. We, as a faculty, agree to hold our students to these standards.

GRADING

Grading Scale:

Grade	Percentage
A	100 – 90
B	89 – 80
C	79 – 70
NC	69 and below

Please note:

1. To receive credit for this course, students must earn a grade of “C” or higher.
2. Failure to complete either the informative or the persuasive speech will result automatically in a grade of “no credit.”

Assignment	Weight (%)
Exam 1	7
Exam 2	7
Exam 3	7
Critical Skills Assignments	10
Speech of Introduction (4 minutes)	9
Informative Speech (7 minutes)	15
Persuasive Speech (9 minutes)	15
This I Believe Speech (5 minutes)	10
Participation	20

*You can use D2L to monitor your grade in the class at any time.

Grading of speeches: In all cases, grades will be determined based on a rubric that includes the following criteria: effectiveness of organization, language (including grammar and syntax), supporting material, analysis, nonverbal delivery, and verbal delivery. Students must also meet the guidelines specific to each type of speech.

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Grading of writing: The quality of written work will be a consideration when grading written assignments. Assessment will be based on the following: focus, organization, development, style, and mechanics. All typed assignments must also follow APA guidelines. The following website will be helpful: <http://owl.english.purdue.edu/owl/resource/560/01/>. Since most of our writing will be in outline form, or as self-reflections, students should not submit anything from this class to the Electronic Writing Portfolio (EWP).

General Grading Expectations:

A: Exceptionally well-prepared completion of assignment indicating effort, individualized style, and impact expected of effective communication.

B: Unusually well-prepared completion of assignment indicating original application of course materials and individual imagination distinctly superior to average effort.

C: Satisfactory completion of assignment indicating effort normally expected of the majority of students (basic preparation, correct procedure, and disciplined technique.)

D: Unsatisfactory completion of assignment indicating technical irregularity, misperceived objectives or methods, unorganized effort, or failure to follow directions.

F: Failure to complete assignments during the scheduled time through lack of evident effort.

COURSE POLICIES

Academic Integrity: The Student Code of Conduct states that students should meet the following standard: “Eastern students observe the highest principles of academic integrity and support a campus environment conducive to scholarship.” The Code defines *plagiarism* as: “is the use, without adequate attribution, of another person's words or thoughts as if they were one’s own, failing to cite outside sources used in completion of the work, improperly citing sources, and submitting work that was previously completed for another class without prior approval from the instructor.” This means you should not “borrow” a speech or outline, you cannot use a speech you wrote for a previous class (at EIU or elsewhere), and you should not quote or paraphrase without citing a source. At least 80% of your speeches should be in your own words. If you fail to verbally cite your sources during your speech, it is plagiarism. Lack of source citation will result in lowered speech grades, regardless of quality of delivery. At minimum a student who engages in academic dishonesty/plagiarism will receive a 0 (F) on the assignment and be reported to the Office of Student Standards. If there are multiple instances of academic dishonesty, the Office of Student Standards may sanction the student further, i.e., suspension for a semester or academic year or expulsion from the university. Your instructor reserves the right to utilize TurnItIn or other tools to evaluate your work.

<http://www.eiu.edu/judicial/studentconductcode.php>

Statement Regarding Disabilities: If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583.

The Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance

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with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

Class attendance and participation: Class attendance is expected. Course instruction includes a variety of in-class activities such as listening and speech development exercises, impromptu speeches, and peer evaluations. The class is also designed sequentially, meaning that skills are learned and then added to and developed over the course of each class period. Missing a class will put you behind and require you to do “catch up” work on their own time. It is not your instructor’s responsibility to catch you up on what you missed in class. Bring all of your course materials (book, workbook, notes, notebook, handouts, etc.) to each class period.

Show respect for others by listening, taking turns, and not having side-conversations. Disruption of teaching and/or learning is a violation of the Student Code of Conduct. For the purposes of this class, “Disruption” is defined as, but not limited to: repeatedly leaving and entering the classroom, making loud or distracting noises, packing up and or leaving the class early, persisting in speaking without being recognized, and/or resorting to personal insults and challenges, taunts, crude behavior, physical threats or contact. You may not use a laptop or other electronic device in class such as cell phones or smart phones without the specific permission of the instructor. It is disrespectful and distracting to text message or use your phone in class. All electronics should be turned off or silenced completely (not just put on vibrate). If you use electronic devices, or disrupt the class in others ways, you may be asked to leave.

Safe Learning Environment: This class is a safe space for communication, learning, and the sharing of ideas. Each of us will need to be conscious of our role in providing a place where every class member, given all our differences, will feel safe and function as part of our learning community. Inclusive language is important to maintaining a safe class environment—no language will be tolerated that demeans, belittles, or marginalizes someone because of her or his gender, race, ethnicity, class, age, sexual orientation, ability, religion, etc. Such language will not be accepted in your classroom communication, written work, or your oral presentations. If you disrupt the safety of our learning community you may be asked to leave.

Absences: Attendance is very important in a performance and skills based class like CMN 1310. The Student Catalog states: “Students are expected to attend class meetings as scheduled. When an absence occurs, the student is responsible for the material covered during the absence. Instructors will grant make-up privileges (when make-up is possible) to students for properly verified absences due to illness, emergency, participation in an official University activity, or participation in volunteer emergency work.”

For absences not “properly verified” your grade will be reduced according to the following:

1. 0-2 absences = no reduction
2. For each absence beyond two, 5% will be deducted from your final grade

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Your allotted two absences should be reserved to take care of emergencies or illness. Providing documentation for an absence may not “excuse” the absence, but such documentation, when provided promptly, may be used to determine whether or not you can make up work.

Lateness: Arriving to class late does not reflect well on your professionalism as a student. You are considered late if you arrive after I have taken attendance, which I will do every class period at the scheduled start time. Further, if you arrive more than 15 minutes late, you will be considered absent. Expect that I will begin class at the scheduled start time with important reminders, announcements, and other pertinent information. Therefore, it will be in your best interest to get to class a few minutes early so you will be ready to engage course materials at the scheduled start time. Two late arrivals will be considered one absence. Therefore it is possible for you to lose points off your final grade by lateness alone.

Late work: If you do not have your assignment ready to physically hand in when it is due or do not submit it electronically by the due date/time it will be subject to a 50% deduction. Assignments can always be turned in early. Assignments will only be accepted for late credit if they are turned in by the following class period. Please do not blame technology (your printer, your ink, etc.) for not having an assignment ready. Speech dates are scheduled in advance in order to allow you time to prepare and plan. The course schedule does not allow flexibility in rescheduling speeches. If you miss your speech date due to an absence that cannot be “properly verified” (see the section on Absences above), you will earn a zero on the assignment.

Make up work: Make-up privileges, where make-up is possible, will be granted to students with University approved absences. Otherwise, instructors will use their discretion to decide whether or not a student can make up work and how much of a penalty to impose. It is the student’s responsibility to initiate plans for make-up work and complete the work promptly.

Electronic communication: Students are expected to visit the course webpage (through Desire2Learn) daily for announcements and updates. You should also check your D2L email daily. Please communicate via email in a professional manner. While electronic communication is convenient at times, please take advantage of class time to ask questions, as email responses may be delayed up to 48 hours.

Speech Recording: The use of video recordings of student performances is an important part of the educational process in CMN 1310/1390, Introduction to Speech Communication. Video recording of your speeches provides you and the instructor with a record of your performance that can be analyzed and used for guiding improvement. The video recording will be used for instructional purposes only, within the context of this class. The use of your recording for any other purpose is prohibited without your expressed consent for that use. By staying in this class you agree that you understand the limits on the video recordings of your performance in this class and you grant the Board of Trustees and Eastern Illinois University, and those acting under its permission and authority, the right and permission to record videos and/or recordings of my voice for educational purposes arising out of my voluntary participation in CMN 1310/1390.

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Speech Delivery:

- Speech days and order will be established well in advance. Students may NOT alter the speech order once it has been set.
- All of the speeches delivered in this course should be delivered extemporaneously and from notecards; not memorized or read from a manuscript, but spoken conversationally.
- Look and dress professionally on your speech day, as this will also be a part of your speech grade. **NO:** No jeans, no hats, no gum, no flip flops, no athletic shoes or clothing.
- Appearance is very important in professional settings and it is a large component of first impressions.

ASSIGNMENTS

Critical Skills Assignments: Students will complete self-critiques and peer evaluation for each major speech. All of these assignments will be averaged/added together to make up the total grade/points for this component of the course.

Speech of Introduction (4 minutes): Students will give a speech that introduces them to their classmates by sharing four items that represent them. One item will represent the past, one the present, and one the future. The fourth object should establish a theme for the other objects. This speech should be creative and engaging. An outline will be turned in graded as part of the speech. (See Workbook for more information)

Informative Speech (7 minutes): This speech requires knowing a subject and topic sufficiently enough to provide your audience with adequate knowledge on the topic by the end of your speech. You must verbally cite at least 5 credible and relevant sources in your speech and turn in a typed, proofread, full-sentence outline with references page as part of your grade. This speech will be most heavily graded on structure, organization, and research. (See Workbook for more information)

Persuasive Speech (9 minutes): This speech will allow you to bring together many of the skills you've learned in the class and take a stand on an issue that is important to you. You will then invite your audience to change a belief, attitude, value, or behavior. You must use PowerPoint as a presentation aid for this speech. You must verbally cite at least 5 credible and relevant sources in your speech and turn in a typed, proofread, full-sentence outline with references page as part of your grade. This speech will be most heavily graded on research, substantiation of argument, effective and ethical use of persuasive strategies, and delivery. (See Workbook for more information)

This I Believe Speech (5 minutes): "This I Believe" speeches encourage people to use the power of their voice to speak from a personal context in a way that can inspire, motivate, and resonate with others. You must verbally cite at least one inspirational source. You will not be required to turn in an outline for this speech but you will be required to turn in a manuscript of your speech through D2L. (See Workbook for more information)

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Exams: Exams will cover all the chapters in the textbook and may consist of a combination of multiple choice, true/false, matching, short answer, or essay questions. Students are responsible for all the material covered in the textbook and in-class lecture/activities. The final exam must be taken during the scheduled final exam period.

Participation: Preparation assignments for each chapter, in-class discussion, and homework will be averaged/added together to determine the final grade/points for this component of the course.

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COURSE CALENDAR

Assignments in the 3rd column are DUE by class time on the day they are listed
Assignments in the 3rd column are explained in Workbook (WB) or Course Pack (CP)
(specific pages are referenced in parentheses)

Date:	Content:	Assignments/To Do:
M 08/20	Introduction to Course Review syllabus, calendar, and course policies	HW: Go to http://www.eiu.edu/~commstudies/1310.php and complete the Assessment Survey
W 08/22	Critical Thinking, Speaking, and Listening	DUE: Workbook Part 1 P2P Questions (Handout)
F 08/24	The Evolving Art of Public Speaking <i>Assign Speech of Introduction</i>	DUE: Chp. 1 Prepare to Participate (P2P) Questions
M 08/27	Building Your Confidence	DUE: Chp. 2 P2P Questions DUE: List of Speech Objects (CP p. 9)
W 08/29	Delivering Your Speech	DUE: Chp. 12 P2P Questions
F 08/31	Deliver Speech of Introduction	DUE: Everyone's Final Speech of Introduction Outline (follow example in CP on pp. 6-7)
M 09/03	LABOR DAY – NO CLASSES	
W 09/05	Deliver Speech of Introduction	
F 09/07	Deliver Speech of Introduction	
M 09/10	Developing Your Purpose and Topic <i>Assign Informative Speech</i>	DUE: Chp. 4 P2P Questions DUE: Self-critique Part 1 (CP p. 2)
W 09/12	Organizing and Outlining Your Speech	DUE: Chp. 8 P2P Questions DUE: Self-critique Part 2 (CP p. 3)
F 09/14	EXAM # 1 (Chps. 1, 2, 12, 4, 8)	DUE: Preliminary Informative Speech Idea(s) (CP p. 10)
M 09/17	Informative Speaking	DUE: Chp. 13 P2P Questions
W 09/19	Researching your Topic	DUE: Chp. 6 P2P Questions DUE: Final Informative Speech Idea (CP p. 10)
F 09/21	Library Scavenger Hunt	DUE: Library Scavenger Hunt P2P Questions (Handout)
M 09/24	Supporting your Ideas	DUE: Chp. 7 P2P Questions DUE: Draft of Body of Informative Outline (CP p. 11)
W 09/26	Adapting to Your Audience	DUE: Chp. 5 P2P Questions
F 09/28	Beginning and Ending Your Speech	DUE: Chp. 9 P2P Questions
M 10/01	Ethical Speaking and Listening	DUE: Chp. 3 P2P Questions DUE: Draft of Informative Speech Outline (CP pp. 11-12)
W 10/03	Deliver Informative Speeches	DUE: Everyone's Final Informative Speech Outline (follow example in WB p. 14)
F 10/05	Deliver Informative Speeches	
M 10/08	Deliver Informative Speeches	
W 10/10	Deliver Informative Speeches <i>Review for Exam</i>	
F 10/12	FALL BREAK – NO CLASSES	
M 10/15	<i>Assign Persuasive Speech</i> EXAM # 2 (Chps. 13, 6, 7, 5, 9, 3)	DUE: Self-critique Part 1 (CP p. 2)

W 10/17	<i>Persuasive Speaking</i>	DUE: Chp. 14 P2P Questions DUE: Self-critique Part 2 (CP p. 3) DUE: Preliminary Persuasive Speech Ideas (CP p. 15)
F 10/19	<i>Persuasive Strategies</i>	
M 10/22	<i>Understanding Argument Part 1</i>	DUE: Chp. 15 P2P Questions DUE: Final Persuasive Speech Idea (CP p. 15)
W 10/24	<i>Understanding Argument Part 2</i>	DUE: Draft of Body of Persuasive Outline (CP p. 15)
F 10/26	<i>Using Language Effectively</i>	DUE: Chp. 10 P2P Questions
M 10/29	<i>Integrating Presentation Media</i>	DUE: Chp. 11 P2P Questions DUE: Draft of Persuasive Outline (CP pp. 16-17)
W 10/31	Individual Meetings to Discuss Speeches	
F 11/02	Individual Meetings to Discuss Speeches	
M 11/05	Deliver Persuasive Speeches	DUE: Everyone's Final Persuasive Outline (Follow example in WB p. 19) DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
W 11/07	Deliver Persuasive Speeches	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
F 11/09	Deliver Persuasive Speeches	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
M 11/12	Deliver Persuasive Speeches	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
W 11/14	Deliver Persuasive Speeches <i>Assign This I Believe Speech</i>	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
F 11/16	Deliver Persuasive Speeches	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am DUE: This I Believe Speech Idea (CP p. 19)
M 11/19	THANKSGIVING BREAK – NO CLASSES	
W 11/21	THANKSGIVING BREAK – NO CLASSES	
F 11/23	THANKSGIVING BREAK – NO CLASSES	
M 11/26	<i>Special Occasion and Group Speaking</i>	DUE: Chp. 16 P2P Questions DUE: Persuasive Speech Self-Critique Assignment (CP p. 4)
W 11/28	In Class Work on This I Believe Speech	
F 11/30	Deliver This I Believe Speech	DUE: This I Believe manuscript of speech (to D2L dropbox)
M 12/03	Deliver This I Believe Speech	HW: Go to http://www.eiu.edu/~commstudies/1310.php and complete the Assessment Survey
W 12/05	Deliver This I Believe Speech	
F 12/07	Review for Exam # 3 & Course Wrap-Up	
Finals Week 12/10 – 12/14 EXAM # 3 (Chps. 14, 15, 10, 11, 16) Check university schedule for day/time.		

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W 08/22	Critical Thinking, Speaking, and Listening The Evolving Art of Public Speaking <i>Assign Speech of Introduction</i>	DUE: Workbook Part 1 P2P Questions (Handout) DUE: Chp. 1 Prepare to Participate (P2P) Questions
M 08/27	Building Your Confidence Delivering your Speech	DUE: Chp. 2 P2P Questions DUE: Chp. 12 P2P Questions DUE: List of Speech Objects (CP p. 9)
W 08/29	Deliver Speech of Introduction	DUE: Everyone's Final Speech of Introduction Outline (follow example in CP on pp. 6-7)
M 09/03	LABOR DAY – NO CLASSES	
W 09/05	Deliver Speech of Introduction <i>Assign Informative Speech</i>	
M 09/10	Developing Your Purpose and Topic Organizing and Outlining Your Speech <i>Review for Exam</i>	DUE: Chp. 4 P2P Questions DUE: Chp. 8 P2P Questions DUE: Self-critique Part 1 (CP p. 2) DUE: Preliminary Informative Speech Idea(s) (CP p. 10)
W 09/12	EXAM # 1 (Chps. 1, 2, 12, 4, 8)	DUE: Self-critique Part 2 (CP p. 3)
M 09/17	Informative Speaking Researching Your Topic	DUE: Chp. 13 P2P Questions DUE: Chp. 6 P2P Questions DUE: Final Informative Speech Idea (CP p. 10)
W 09/19	Researching Your Topic Cont'd Library Scavenger Hunt	DUE: Library Scavenger Hunt P2P Questions (Handout)
M 09/24	Supporting Your Ideas Adapting to Your Audience	DUE: Chp. 7 P2P Questions DUE: Chp. 5 P2P Questions DUE: Draft of Body of Informative Outline (CP p. 11)
W 09/26	Adapting to Your Audience Cont'd Beginning and Ending Your Speech	DUE: Chp. 9 P2P Questions
M 10/01	Ethical Speaking and Listening Review Informative Speaking	DUE: Chp. 3 P2P Questions DUE: Draft of Informative Speech Outline (CP pp. 11-12)
W 10/03	Deliver Informative Speeches	DUE: Everyone's Final Informative Speech Outline (follow example in WB p. 14)
M 10/08	Deliver Informative Speeches	
W 10/10	Deliver Informative Speeches <i>Review for Exam</i> <i>Assign Persuasive Speech</i>	

M 10/15	EXAM # 2 (Chps. 13, 6, 7, 5, 9, 3)	DUE: Self-critique Part 1 (CP p. 1) DUE: Preliminary Persuasive Speech Ideas (CP p. 15)
W 10/17	<i>Persuasive Speaking</i> <i>Persuasive Strategies</i>	DUE: Chp. 14 P2P Questions DUE: Self-critique Part 2 (CP p. 2) DUE: Final Persuasive Speech Idea (CP p. 15)
M 10/22	<i>Understanding Argument Part 1</i> <i>Understanding Argument Part 2</i>	DUE: Chp. 15 P2P Questions DUE: Draft of Body of Persuasive Outline (CP p. 15)
W 10/24	<i>Using Language Effectively</i> <i>Integrating Presentation Media</i>	DUE: Chp. 10 P2P Questions DUE: Chp. 11 P2P Questions
M 10/29	Individual Meetings to Discuss Speeches	DUE: Draft of Persuasive Outline (CP pp. 16-17)
W 10/31	Individual Meetings to Discuss Speeches	
M 11/05	Deliver Persuasive Speeches	DUE: Everyone's Final Persuasive Outline (Follow example in WB p. 19) DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
W 11/07	Deliver Persuasive Speeches	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
M 11/12	Deliver Persuasive Speeches <i>Assign This I Believe Speech</i>	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
W 11/14	Deliver Persuasive Speeches	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am DUE: This I Believe Speech Idea (CP p. 19)
M 11/19	THANKSGIVING BREAK – NO CLASSES	
W 11/21	THANKSGIVING BREAK – NO CLASSES	
M 11/26	<i>Special Occasion and Group Speaking</i> In Class Work on This I Believe Speech	DUE: Chp. 16 P2P Questions DUE: Persuasive Speech Self-Critique Assignment (CP p. 4)
W 11/28	Deliver This I Believe Speech	
M 12/03	Deliver This I Believe Speech	HW: Go to http://www.eiu.edu/~commstudies/1310.php and complete the Assessment Survey
W 12/05	Deliver This I Believe Speech Review for Final Exam & Course Wrap-Up	
Finals Week 12/10 – 12/14	EXAM # 3 (Chps. 14, 15, 10, 11, 16) Check university schedule for day/time.	

COURSE CALENDAR

Assignments in the 3rd column are DUE by class time on the day they are listed
Assignments in the 3rd column are explained in Workbook (WB) or Course Pack (CP)
(specific pages are referenced in parentheses)

Date:	Content:	Assignments/To Do:
T 08/21	Introduction to Course Review syllabus, calendar, and course policies	HW: Go to http://www.eiu.edu/~commstudies/1310.php and complete the Assessment Survey
R 08/23	Critical Thinking, Speaking, and Listening The Evolving Art of Public Speaking <i>Assign Speech of Introduction</i>	DUE: Workbook Part 1 P2P Questions (Handout) DUE: Chp. 1 Prepare to Participate (P2P) Questions
T 08/28	Building Your Confidence Delivering your Speech	DUE: Chp. 2 P2P Questions DUE: Chp. 12 P2P Questions DUE: List of Speech Objects (CP p. 9)
R 08/30	Deliver Speech of Introduction	DUE: Everyone's Final Speech of Introduction Outline (follow example in CP on pp. 6-7)
T 09/04	Deliver Speech of Introduction <i>Assign Informative Speech</i>	
R 09/06	Developing Your Purpose and Topic Organizing and Outlining Your Speech <i>Review for Exam</i>	DUE: Chp. 4 P2P Questions DUE: Chp. 8 P2P Questions DUE: Self-critique Part 1 (CP p. 2) DUE: Preliminary Informative Speech Idea(s) (CP p. 10)
T 09/11	EXAM # 1 (Chps. 1, 2, 12, 4, 8)	DUE: Self-critique Part 2 (CP p. 3)
R 09/13	Informative Speaking	DUE: Chp. 13 P2P Questions
T 09/18	Researching Your Topic	DUE: Chp. 6 P2P Questions DUE: Final Informative Speech Idea (CP p. 10)
R 09/20	Library Scavenger Hunt	DUE: Library Scavenger Hunt P2P Questions (Handout)
T 09/25	Supporting Your Ideas Adapting to Your Audience	DUE: Chp. 7 P2P Questions DUE: Chp. 5 P2P Questions DUE: Draft of Body of Informative Outline (CP p. 11)
R 09/27	Adapting to Your Audience Cont'd Beginning and Ending Your Speech	DUE: Chp. 9 P2P Questions
T 10/02	Ethical Speaking and Listening Review Informative Speaking	DUE: Chp. 3 P2P Questions DUE: Draft of Informative Speech Outline (CP pp. 11-12)
R 10/04	Deliver Informative Speeches	DUE: Everyone's Final Informative Speech Outline (follow example in WB p. 14)
T 10/09	Deliver Informative Speeches	
R 10/11	Deliver Informative Speeches <i>Review for Exam</i> <i>Assign Persuasive Speech</i>	

T 10/16	EXAM # 2 (Chps. 13, 6, 7, 5, 9, 3)	DUE: Self-critique Part 1 (CP p. 1) DUE: Preliminary Persuasive Speech Ideas (CP p. 15)
R 10/18	<i>Persuasive Speaking</i> <i>Persuasive Strategies</i>	DUE: Chp. 14 P2P Questions DUE: Self-critique Part 2 (CP p. 2) DUE: Final Persuasive Speech Idea (CP p. 15)
T 10/23	<i>Understanding Argument Part 1</i> <i>Understanding Argument Part 2</i>	DUE: Chp. 15 P2P Questions DUE: Draft of Body of Persuasive Outline (CP p. 15)
R 10/25	<i>Using Language Effectively</i> <i>Integrating Presentation Media</i>	DUE: Chp. 10 P2P Questions DUE: Chp. 11 P2P Questions
T 10/30	Individual Meetings to Discuss Speeches	DUE: Draft of Persuasive Outline (CP pp. 16-17)
R 11/01	Individual Meetings to Discuss Speeches	
T 11/06	Deliver Persuasive Speeches	DUE: Everyone's Final Persuasive Outline (Follow example in WB p. 19) DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
R 11/08	Deliver Persuasive Speeches	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
T 11/13	Deliver Persuasive Speeches <i>Assign This I Believe Speech</i>	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am
R 11/15	Deliver Persuasive Speeches	DUE: PPT for today's speakers should be submitted to D2L dropbox by 8:00 am DUE: This I Believe Speech Idea (CP p. 19)
T 11/20	THANKSGIVING BREAK – NO CLASSES	
R 11/22	THANKSGIVING BREAK – NO CLASSES	
T 11/27	<i>Special Occasion and Group Speaking</i> In Class Work on This I Believe Speech	DUE: Chp. 16 P2P Questions DUE: Persuasive Speech Self-Critique Assignment (CP p. 4)
R 11/29	Deliver This I Believe Speech	
T 12/04	Deliver This I Believe Speech	HW: Go to http://www.eiu.edu/~commstudies/1310.php and complete the Assessment Survey
R 12/06	Deliver This I Believe Speech Review for Final Exam & Course Wrap-Up	
Finals Week 12/10 – 12/14	EXAM # 3 (Chps. 14, 15, 10, 11, 16) Check university schedule for day/time.	