



Introduction to Speech Communication

CMN 1310G | Spring 2024

SCHOOL OF COMMUNICATION & JOURNALISM

INSTRUCTOR

Masud Mensah



mmensah@eiu.edu



Office: Buzzard 2306



Office Hours

Monday 1:00 am-2:00 pm
Wednesday 1:00 pm-2:00 pm
and by appointment.

COURSE INFO

Section 003

Monday | Wednesday | Friday

9:00-9:50 AM

Coleman Hall 1781

Course Supervisor

Dr. Nora Lee Heist, nheist@eiu.edu

Required Materials

Coopman, S. J., & Lull, J. (2018). *Public speaking: The evolving art (4th ed.)*. Boston, MA: Wadsworth Cengage. (available at Textbook Rental)

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INSTAGRAM



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COURSE DESCRIPTION

3 credit hours

This course focuses on the fundamental principles of selecting, analyzing, evaluating, organizing, developing, and communicating information, evidence, and points of 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 supporting materials
9. Incorporate materials from various appropriate sources, using proper verbal citations
10. Use evidence, reasoning, and motivational 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

Campus Policies

It is our shared responsibility to know and abide by the Eastern Illinois University's policies that relate to all courses. Please visit <https://www.eiu.edu/stuaff/policies.php> for a list of campus-wide policies and follow up if you have questions.

ACADEMIC INTEGRITY

Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct:

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

Violations will be reported to the Office of Student Standards.

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."

Copyright Notice

Materials in this course—unless otherwise indicated—are protected by United States copyright law [Title 17, U.S. Code]. Materials are presented in an educational context for personal use and study and should not be shared, distributed, or sold in print—or digitally—outside the course without permission.

Examples of Plagiarism

The Code of Conduct defines plagiarism as: "the use, without adequate attribution, of another person's words or thoughts as if they were one's own."

Forms of dishonesty in this course include, but are not limited to:

- cheating or helping someone else cheat on an assignment, including relying on websites such as Chat GPT, Chegg, Course Hero, or other AI systems for graded course assignments.
- delivering part or all of a presentation that you did not author, such as "borrowing" a friend's speech or outline.
- plagiarizing part or all of someone else's written or oral work (you should not quote or paraphrase without citing a source).
- failing to cite your sources properly.
- falsifying information about any topic, such as why you were absent or where you found evidence.
- using a speech or paper you wrote for a previous class (at EIU or elsewhere).

If you have questions about the academic integrity guidelines, please contact me.

Oral Citations

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.

Consequences

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.

TurnItIn

Your instructor reserves the right to utilize TurnItIn or other tools to evaluate your work.

ACCOMMODATIONS

If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Accessibility & Accommodations (OAA). All accommodations must be approved through OSDS. Please stop by McAfee Gym, Room 1272, or call 217-581-6583 to make an appointment.

Accessibility Statement

I am happy to accommodate students of all abilities. It is my goal to create a learning experience that is as accessible as possible. If you anticipate any issues related to the format, materials, or requirements of this course, please meet with me outside of class so we can explore potential options. Students with a documented disability should notify me as soon as they are registered with the OSDS so we can meet to develop an implementation plan together.

Accommodations for Students Who Experience Sexual Misconduct

I am committed to providing academic accommodations for students who experience sexual or relationship violence as defined by the University's Sexual Assault and Harassment policies. To report an incident and learn more about campus resources visit the following webpages:

<https://www.eiu.edu/civil/documents/ResourceSheetTitleIX%2007.2019.pdf>;

<https://www.eiu.edu/sexualassaultresources//index.php>

Medical Leaves of Absence and Short-Term Health Related Academic Accommodations

To apply for a medical leave or a related accommodation, students are required to contact the Office of the Registrar to complete the required forms. Please note, all requests for a medical leave require medical documentation that will be reviewed by Health and Counseling Services. Individuals seeking a formal accommodation should include a summary of their requested accommodation(s)—such as dedicated seating on the aisle, access to food in class, and so on for review and approval by the Health and Counseling Services and faculty members.

Students are also encouraged to work informally with their instructor(s) to implement classroom or course specific adjustments, where possible.

Upon the written recommendation of a treatment provider, and with the concurrence of the Health and Counseling Services, a student may be granted a medical leave of absence for a major medical and/or mental health issue, procedure, pregnancy, and/or pregnancy related conditions that prevents campus-based activities for a significant period of instructional time.

Students who are approved for a medical leave will be eligible to receive an incomplete in all courses for the current semester of registration, as well as appropriate academic support and reasonable accommodations that may be needed to complete the coursework within one calendar year from the initial leave date.

Faculty will be notified when a student request for a temporary accommodation as a result of a documented medical issue including pregnancy or a pregnancy related condition has been approved and the student will work with their instructor to develop an accommodation plan. Individuals requesting a leave are not eligible for a full or partial refund of tuition, mandatory fees, and/or associated course charges

COVID - 19

Expectations on Campus

EIU has set a “**mask optional**” policy for classrooms. This policy means students may choose whether they wear a mask in the classroom unless you have tested positive for COVID or been exposed to COVID per CDC guidelines.

The facial covering decisions and practices of all members of the campus community will be respected.

Students should not attend class if they are ill and should consult the student health clinic if they have any COVID-19-like symptoms.

EIU’s COVID-19 campus practices include face coverings when and where appropriate (or required by the CDC or Illinois Department of Public Health), avoiding campus if sick, social distancing, and hand washing, all of which are based on the best available public health guidance. Everyone is responsible for following practices that reduce risk.

To view the latest EIU COVID-19 related information and any policy updates, please visit <https://www.eiu.edu/covid/>.

DIVERSITY & INCLUSION

Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

Social Justice Statement

I am committed to social justice and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Any suggestions as to how to further such a positive and productive environment in this class will be appreciated and given serious consideration.

Course Expectations for Students







CLASSROOM ENVIRONMENT

Please silence your cell phones before entering the classroom. As an active learning environment, you will be engaging with your peers and moving around the room. Laptops and phones will likely be a distraction to learning. **I reserve the right to ask you to put any technology/distractions away.**

This class is a **safe and brave 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 their gender, race, ethnicity, class, age, sexual orientation, ability, religion, etc. Such language will not be accepted in classroom communication, written work, or oral presentations. If you disrupt the safety of our learning community, you may be asked to leave and will be considered absent.

STUDENT RESPONSIBILITIES

-  Attend class.
-  Participate in class discussions.
-  Pass quizzes and exams.
-  Prepare and deliver four speeches.
-  Complete peer and self-evaluations.
-  Complete additional assignments as indicated.

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.

SPEECH RECORDING

All student presentations will be recorded. Video recordings provide a record of your performance that you and your instructor can analyze and use for guiding improvement. Video recordings will be used for instructional purposes only. The use of your recording for any other purpose is prohibited without your expressed consent for that use.

By remaining enrolled in this course, 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 your voice for educational purposes arising out of your voluntary participation in CMN 1310/1390.

SPEECH DELIVERY

Speech dates and speaking order are scheduled in advance to allow students time to properly plan and prepare. The course schedule does not allow flexibility in rescheduling speeches. **Students may NOT alter the speech order once it has been set.**

Speeches delivered in this course should be delivered extemporaneously and from notecards. Extemporaneous speaking is neither memorized nor read from a manuscript, but rather spoken conversationally.

Students are encouraged to “dress for success” on days they are scheduled to present, recognizing that appearance is a significant component of first impressions and important in professional settings.

CLASS ATTENDANCE & PARTICIPATION

- Class attendance is expected. Due to the participatory and activity-based nature of the course, it is recommended that you do not miss class. Course instruction includes a variety of in-class activities. Participation points may be assigned to each day's activity.
- Each class period, students will mark their signature on the class sign-in page. **I will use the signatures on the sign-in sheet to track attendance. If you do not sign in, you will be marked absent.**
- You are considered late if you arrive after I have collected the sign-in sheet, which I will do every class period at the scheduled start time. Two late arrivals will be considered one absence. If you arrive more than 15 minutes late, you will be considered absent.
- Bring necessary course materials (book, 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: (1) repeatedly leaving and entering the classroom; (2) making loud or distracting noises; (3) packing up and or leaving the class early; (4) persisting in speaking without being recognized; and/or (5) resorting to personal insults and challenges, taunts, crude behavior, physical threats or contact. If you disrupt the class, you may be asked to leave and will be considered absent.

Absences

This course follows [University policy for Class Attendance](#): "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."

Please note that "properly verified" absences will not result in decreased grades. For absences not "properly verified" your grade will be reduced as follows:

0-2 absences = no reduction

For each absence beyond two, **2% will be deducted from your final grade.**

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

Absences accrued due to lateness are considered not "properly verified."

Responsibilities when Absent

It is beneficial for you to inform your instructor 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.

The course is 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 your own time. Students are responsible for the material covered during absences.

Please note that if you miss class, it is your responsibility to obtain missed materials from a classmate, not the instructor. I will be happy to answer specific questions about missed course content. When possible, the student should notify the instructor in advance of an anticipated absence.

COURSE COMMUNICATION POLICY

- **Students are expected to visit D2L daily for announcements and updates.** All major announcements will be made via D2L and Panthermail. It is vitally important for you to make sure that you are receiving notifications from the D2L course page. **You are responsible for regularly checking your Panthermail.**
- In the event the university closes due to inclement weather, I will announce changes to the course and/or assignment schedule via D2L.
- **I am happy to meet with students during Office Hours to answer questions or address concerns.** Please try to let me know if you plan on stopping by so I can prepare for the meeting.
- You should **contact me via my University email** to discuss questions and absences. You should allow a full 24-hours for me to respond to email communication during the week and 48 hours on the weekend.
- While electronic communication is convenient, please take advantage of class time to ask questions. I reserve the right to invite you to Office Hours, or request a face-to-face appointment, if you ask a question via email that would be more appropriately addressed in-person.
- For student privacy, I will not answer questions regarding grades via email or during class time.
- Strive to maintain professionalism in electronic communication. This expectation includes proper spelling, grammar, and formal greetings/salutations. Please see this [link](#) for email guidance.

ASSIGNMENT POLICY

- You must **submit all assignments to D2L and/or physically hand them in by the published due date and time.** You are responsible for taking ownership of your learning; please do not blame technology for late submissions.

Assignments (not including presentation/speeches) will be penalized 10% if they are submitted late and an additional 10% *each calendar day* that they are missing. The last day to submit an assignment for points will be five calendar days after the due date listed on D2L, unless previously arranged with the instructor.
- There are **no makeups allowed for missing a speech** if it is not “properly verified” (see “Absences” above), and, as a result, you will earn a zero on the assignment. Documentation for “properly verified” absences should be submitted *within one week of the return to class*.
- If you must miss class the day that an assignment is due, upload the assignment to D2L **by the stated due date and time** or contact your instructor to make a plan for submission.
- 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.
- Typed assignments should have the margins set to one inch and use Times New Roman 12 point font. Remember to proofread your assignments.
- You must cite your sources using the [APA](#) style guide.

ASSIGNMENTS

All assignment details will be provided in the unit Course Packs.

Critical Skills Assignments

You will prepare complete-sentence outlines, self-critiques, and peer evaluations for each major speech. These assignments will make up the total grade for the Critical Skills component of the course.

Informative Speech I (3-4 minutes)

This speech is the first in a two-part series of informative presentations. In this speech will strive to explain what something is and/or how it works. You must verbally cite at least 2 credible and relevant sources in your speech.

Informative Speech II (6-7 minutes)

This speech is the second in a two-part series. This speech expands on your previous Informative Speech and 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.

Persuasive Speech (7-8 minutes)

This speech will ask you to persuade your classmates to change a behavior or address a policy. You will use PowerPoint as a presentation aid for this speech. You must verbally cite at least 5 credible and relevant sources.

Special Occasion Speech (5-6 minutes)

You will prepare an "everyday" presentation (e.g., wedding toast, speeches of introduction, acceptance speech). You must verbally cite at least one source.

Reading Quizzes

Reading quizzes will cover textbook chapters to help students prepare for class and may consist of a combination of multiple choice, true/false, matching, or short answer questions. There will be 16 quizzes over the course of the semester. The lowest two quiz scores will be dropped. There are no make-ups for missed quizzes.

Final Exam

The Final Exam will be an essay asking you to reflect on your growth as a communicator, using key concepts from the course. It will be administered and must be taken during the final exam period.

Participation

Preparation assignments, in-class discussion and activities, and other participation assignments will determine your grade for this component of the course.

GRADING DISTRIBUTIONS

Grading Scale

This course uses the standard EIU scale.

GRADE	PERCENTAGE
A	100 – 90
B	Below 90 – 80
C	Below 80 – 70
NC	Below 70 – 0

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.

Final Letter Grades

Your grade is determined by your performance on the learning assessments and is assigned individually (not curved).

Being close to a cutoff is not the same as making the cut (89 ≠ 90). Therefore, there is no “rounding” of final scores.

If earning a particular grade is important to you, please speak with me at the beginning of the semester so that I can offer some helpful suggestions for achieving your goal.

Grade Distributions

ASSIGNMENT	WEIGHT
Reading Quizzes	15%
Critical Skills Assignments	10%
Informative Speech I	10%
Informative Speech II	15%
Persuasive Speech	15%
Special Occasion Speech	10%
Final Exam	5%
Participation	20%
TOTAL	100%

You can use D2L to monitor your grade in this course at any time.

Important Notes

- To receive credit for this course, students must earn a grade of “C” or higher.
- Failure to complete either Informative Speech II or the Persuasive Speech will result automatically in a grade of “No Credit.”

Grading Concerns

There is a 24-hour “embargo” on grade objections after an assignment has been returned. If, after 24 hours, you have reviewed both your assignment and the rubric and still have questions about your grade, email me within two weeks to set-up an appointment. At that time, you will be expected to present a well-reasoned position, and I will revisit your assignment and explain my reasoning for the final decision. I am happy to discuss any of your grades with you, and if I have made a mistake I will immediately correct it.

Academic Support Center

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/success) for assistance 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 McAfee Gym, Room 2230.

Student Standards Statement

The faculty in the School of Communication and Journalism 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 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 and Verbal delivery

Students must also meet the guidelines specific to each type of speech.

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.

Typed assignments must follow APA guidelines.

As most writing in this course will be in outline form or self-reflections, students should not submit anything from this class to the Electronic Writing Portfolio (EWP).

CAMPUS RESOURCES FOR STUDENTS

Student Well-Being

EIU is committed to supporting and advancing the mental health and well-being of our students. Students may experience stressors that can impact both their academic experience and their personal mental health and well-being.

Taking ownership of your learning means recognizing when help is needed. If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you.

Students who believe these factors may affect their performance in this course are encouraged to use the resources listed on the following page for support.



Food Assistance

The [EIU Campus Pantry](#) is located at 1347 McAfee and is open the following days and times when classes are in session during the Spring 2023 semester:

- Monday 1:30-3:30 pm
- Tuesday 3-5 pm
- Wednesday 1:30-3:30 pm
- Thursday 2-4 pm
- Friday 2-4 pm

If the current pantry hours don't work for you, you may fill out the [online shopping form](#). Once submitted, a staff member will reach out to set up a time for you to pick up your food. Please give us 1-2 business days to follow up with you.

Counseling and Mental Health Services

All students currently enrolled at EIU are eligible to receive services at the Counseling Clinic. Services are free, voluntary, and confidential.

The [EIU Counseling Clinic](#) offers mental health services for students, including:

- Short Term Individual Counseling
- Group Counseling
- Mental Health Emergencies

You can also find resources for dealing with anxiety, depression, disordered eating, grief, referring a friend, relationships, and substance use on their [webpage](#) and an [online private mental health screening](#) tool.

EIU Health Clinic

The [Health Clinic](#) services include lab work, pharmacy, and women's and men's health programs.

Location: Human Services Building, 1st floor | Phone: 217-581-3013

Health Education Resource Center (HERC):

The HERC offers health programming in the areas of alcohol, tobacco and other drug prevention and education, flu and cold prevention and education, nutritional analysis and education, and sexual health education, in addition to other health-related topics.

Location: 2201 Blair Hall | Phone: 217-581-7786

ADDITIONAL CAMPUS RESOURCES

Center for Gender and Sexual Diversity (GSD)

The [GSD Center](#) provides services such as the Trans*formation Station, a large library full of books and movies, year-round programming, and a comprehensive Safe Zone Training program.

Location: Stevenson Hall, lower level | Phone: 217-581-7117

Gender Neutral Restrooms

All gender restrooms are single use and therefore allow anyone to use them, regardless of their gender identity. In addition, gender neutral restrooms allow personal assistants to aid those who need help to use the restroom, even if they are not the same gender.

Eastern Illinois University provides a number of gender-neutral restrooms throughout campus.

- Buzzard Hall - 1st Floor, near WEIU
- Coleman Hall - 2nd Floor

You can find a full list and map [linked here](#).

Undocumented Students

Undocumented Student Resources: <https://www.eiu.edu/undocumented/>

Office of Civil Rights & Diversity

Office Webpage: <https://www.eiu.edu/civil/index.php>

Student Legal Service

[Student Legal Service](#) can assist with off-campus housing issues, traffic violations, misdemeanor criminal offenses, municipal ordinance violations, and expungement.

Location: MLK Jr University Union Room 2420 | Phone: 217-581-6054.

Financial Aid and Scholarships

The [Office of Financial Aid and Scholarships](#) provides information and guidance to secure the necessary financial resources to meet educational goals and financial obligations to the university.

Location: Student Services Building East Wing | Phone: 217-581-6405 | Fax: 217-581-6422 | email: finaid@eiu.edu

COURSE CALENDAR

Assignment deadlines are listed in the 4th column and are DUE on the day they are listed. Readings and quizzes are expected to be completed prior to the start of class on the day they are listed. Major course assignments are **bolded** for clarity.

Assignment details are explained in Unit Course Packs.

WEEK	DATE	CONTENT	ASSIGNMENTS
1	M 01/08	<i>Introduction to Course</i> Review Syllabus, Course Calendar, and Policies	
	W 01/10	<i>Critical Thinking, Speaking, and Listening</i>	DUE: Compete Pre-Assessment (to access visit http://www.eiu.edu/~commstudies/1310.php)
	F 01/12	<i>The Evolving Art of Public Speaking</i>	Read Chapter 1 DUE: Ch. 1 Quiz
2	M 01/15	MARTIN LUTHER KING JR. DAY – NO CLASSES	
	W 01/17	<i>Building Your Confidence</i>	Read Chapter 2 DUE: Ch. 2 Quiz
	F 01/19	<i>Developing Your Purpose and Topic</i> Assign Informative Speech I	Read Chapter 4 DUE: Ch. 4 Quiz
3	M 01/22	<i>Informative Speaking</i>	Read Chapter 13 DUE: Ch. 13 Quiz DUE: Preliminary Informative Speech Idea(s)
	W 01/24	<i>Researching your Topic</i>	Read Chapter 6 DUE: Ch. 6 Quiz DUE: Final Informative Speech Idea
	F 01/26	<i>Supporting your Ideas</i>	Read Chapter 7 DUE: Ch. 7 Quiz
4	M 01/29	<i>Using Library Resources</i> <i>Informative Speech I Library Research Day</i>	Watch Library Resources Videos
	W 02/01	<i>Beginning and Ending Your Speech</i>	DUE: Informative Speech Sources Annotated Bibliography Read Chapter 9 DUE: Ch. 9 Quiz
	F 02/02	<i>Delivering Your Speech</i>	Read Chapter 12 DUE: Ch. 12 Quiz
5	M 02/05	Informative Speech I	
	W 02/07	Informative Speech I	
	F 02/09	Informative Speech I	

WEEK	DATE	CONTENT	ASSIGNMENTS
6	M 02/12	<i>Organizing and Outlining Your Speech</i>	Read Chapter 8 DUE: Ch. 8 Quiz DUE: Informative Speech I Self-Critique
	W 02/14	<i>Adapting to Your Audience</i>	Read Chapter 5 DUE: Ch. 5 Quiz
	F 02/16	LINCOLN'S BIRTHDAY OBSERVED – NO CLASSES	
7	M 02/19	<i>Strengthen Your Research Skills</i> <i>Informative Speech II Library Research Day</i>	
	W 02/21	<i>Informative Speech Outline Workshop</i>	DUE: Informative Speech II Complete-Sentence Outline
	F 02/23	<i>Ethical Speaking and Listening</i>	Read Chapter 3 DUE: Ch. 3 Quiz
8	M 02/26	Informative Speech II	DUE: Final Informative Speech II Outline
	W 03/28	Informative Speech II	
	F 03/01	Informative Speech II	
9	M 03/04	Informative Speech II	
	W 03/06	<i>Persuasive Speaking Part 1</i> Assign Persuasive Speech	Read Chapter 14 DUE: Ch. 14 Quiz
	F 03/08	<i>Persuasive Speaking Part 2</i>	DUE: Informative Speech II Self-Critique DUE: Preliminary Persuasive Speech Ideas
10	M 03/11	SPRING BREAK – NO CLASSES	
	W 03/13	SPRING BREAK – NO CLASSES	
	F 03/15	SPRING BREAK – NO CLASSES	
11	M 03/18	<i>Understanding Argument Part 1</i>	Read Chapter 15 DUE: Ch. 15 Quiz DUE: Final Persuasive Speech Idea
	W 03/20	<i>Understanding Argument Part 2</i>	
	F 03/22	<i>Persuasive Speech Outline Workshop</i>	DUE: Persuasive Speech Complete-Sentence Outline

WEEK	DATE	CONTENT	ASSIGNMENTS
12	M 03/25	<i>Using Language Effectively</i>	Read Chapter 10 DUE: Ch. 10 Quiz
	W 03/27	<i>Individual Meetings to Discuss Speeches</i>	
	F 03/29	<i>Individual Meetings to Discuss Speeches</i>	
13	M 04/01	<i>Integrating Presentation Media</i>	Read Chapter 11 DUE: Ch. 11 Quiz
	W 04/03	Persuasive Speech	DUE: Final Persuasive Speech Outline <i>PPT for today's speakers should be submitted by 8:00 am</i>
	F 04/05	Persuasive Speech	<i>PPT for today's speakers should be submitted by 8:00 am</i>
14	M 04/08	Persuasive Speech	<i>PPT for today's speakers should be submitted by 8:00 am</i>
	W 04/10	Persuasive Speech	<i>PPT for today's speakers should be submitted by 8:00 am</i>
	F 04/12	Persuasive Speech Assign Special Occasion Speech	<i>PPT for today's speakers should be submitted by 8:00 am</i>
15	M 04/15	<i>Special Occasion and Group Speaking</i>	Read Chapter 16 DUE: Ch. 16 Quiz DUE: Special Occasion Speech Ideas
	W 04/17	<i>Special Occasion Speech Workshop</i>	DUE: Persuasive Speech Self-Critique
	F 04/19	Special Occasion Speech	DUE: Special Occasion Speech Manuscript
16	M 04/22	Special Occasion Speech	
	W 04/24	Special Occasion Speech	DUE: Compete Post-Assessment (to access visit http://www.eiu.edu/~commstudies/1310.php)
	F 04/26	Special Occasion Speech <i>Course Wrap-Up</i>	
FINALS WEEK 04/29-05/03	Final Exam Reflection Check university schedule for date/time: https://www.eiu.edu/registra/finals.php		