

# SPEECH SYLLABUS

## MR. BOLEEN

### 2014-2015

*"Your silence will not protect you." Audre Lord*



#### Welcome to Speech

The purpose of this course is to develop and hone the art and craft of oral communication. This course involves speaking in a variety of formats including instructional, informative, persuasive and impromptu. Speech class also includes close and critical listening skills.

#### Course Objectives

Speech students will be able to:

- Write an outline to prepare for speeches.
- Deliver coherent oral communications
- Use vocabulary that is appropriate for the audience.
- Practice critical listening skills.
- Use the same conventions and grammar that are used in writing.

#### Course Content

This course will likely include but not be limited to the following:

- The five steps of giving a speech
- Listening and non-verbals
- Informative Speeches
- Persuasive Speeches
- Demonstration Speeches
- Interpersonal Communication
- Presentation and Acceptance Speeches
- Impromptu Speeches

#### Supplies

Bring the required materials to class everyday:

- Folder or notebook for the storage of materials.
- Pencils/Pens (blue or black ink only)
- College Ruled Notebook paper (150-200)
- Highlighters
- Sticky Notes
- 3 X 5 Note cards

#### Grading Policy

- Homework/Bell Work- ----- 10%
- Classwork/Participation ----- 20%
- Outlines/Quizzes ----- 30%
- Speeches ----- 40%

**"It usually takes more than three weeks to prepare a good impromptu speech."**  
Mark Twain

### Tips for Success in Speech

- Ask questions if you do not understand.
- Complete and submit all work on time.
- Push yourself, promptly attend class each day, and stay focused.

### Contact Information

Email: [NathanB@leeschools.net](mailto:NathanB@leeschools.net)  
School phone: 561-0060 ext. 373

### Attendance Policy and Make-Up Work

In order to be successful in Speech, students are expected to come to class every day on time and participate in daily activities. When absent, however, it is the student's responsibility to keep track of missing work by following their teacher's specific make-up work procedure.

#### Make-Up Work

- Speeches must be made up by prior arrangement with your teacher and completed outside of class.
- It is the student's responsibility to request all make-up work upon return to school from an absence. The student shall be given the **number of days missed plus one additional day** to submit the make-up work for full credit.
- Any work received after the grace period will be considered late.
- Late work automatically falls to a 60% or lower.
- **Unexcused absences will result in a zero for that day's work**

#### Policy Exception

Speeches will **not** be accepted late, except in cases of rare emergencies. You will receive due dates in plenty of time to make accommodations. Printer and computer problems and lost papers do not constitute an emergency.

### Classroom Procedures

- Be in your seat working on the bell ringer when the bell rings.
- You are expected to come each day with all your necessary materials and supplies, prepared to work.
- Pencils should be sharpened either before the bell rings or within the first 5 minutes of class.
- Wait until the end of class to throw trash away.
- Do not attempt to throw things from across the room into the trash can.
- If you complete your work before the bell, do make-up work, read, or work on homework.
- No food or drinks in class (except water)
- No grooming in class—i.e. no brushing hair or putting on lotion, perfume or makeup, etc.
- Show respect to everyone by: listening to every speaker politely, thinking before speaking, and helping to build a positive learning environment in our class.
- Cell phones and other electronic devices are to be turned off and out of sight unless directed otherwise.

*Think about your academic intention for each day as you enter class.*

Speech is power: speech is to persuade, to convert, to compel"

- Ralph Waldo Emerson