**Public Speaking Syllabus**

**Contact Information:**

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**School wide Expectations:**

2.3 Speaking in a clear, concise manner

3.1 Integrating a variety of media and formats to communicate information and ideas

3.2 Using technology as a tool to increase productivity and creativity

**Course Description:**

Welcome to Public Speaking! The objective of this course is to teach you **how to speak formally** on a variety of topics. During the course of the semester, each of you will have the opportunity to analyze the causes of speech anxiety and how to manage it, to research topics for information, and to organize your findings into well-prepared speeches. Incorporation of supporting materials, appropriate styles and effective methods of delivery will also be emphasized. The textbook that we will use is *38 Basic Speeches* by Carlile and Hensley.

**Evaluation/Grading:**

Grading will be based on preparation and organization of speeches as well as presentation using a specific rubric for each assignment. Assignments will be weighted as follows:

Speeches – 70% Quizzes/Homework – 20% Classwork/Computer Room Work – 10%

Due dates for speeches will be clearly marked; one full grade will be deducted for each day a speech is late. For example, if you received a B on your speech but were late one day your grade then becomes a C. In addition, you will be required to upload some papers to [www.turnitin.com](http://www.turnitin.com). 10 points will be deducted from your grade if an assignment is not submitted by the due date posted.

**Classroom Expectations:**

* You will be expected to come to class every day prepared to work. Tasks will vary from initial preparation of speeches to research, writing, and ultimately presentation.
* You will be given some time in the computer lab or library to work on your speeches; this time should be used wisely.
* You will need a method of saving your work (both finished and unfinished). This might be a memory stick or thumb drive, google docs, dropbox, etc. If you would like assistance creating a web-based storage space, I’d be more than happy to give you a tutorial. You will also need 4x6 inch index cards for speech notes.
* All class work will be saved in file folders on the counter in the classroom.
* No eating/drinking in class except for water. Please refer to the Student Handbook for more information on this policy. (Page 22)
* No lavatory passes except at the beginning or end of class out of respect for the speeches given.
* No rude comments, laughing or other inappropriate behaviors in class.
* Show respect for your peers during speech presentations including encouraging posture, eye contact, reassuring facial expressions, etc. High fives as the speaker returns to his or her seat will be encouraged in lieu of clapping.
* If you work hard and are prepared on the day your speech is due, you will be successful in this class.
* Upon completion of this course, you may be eligible for QVCC credit through the College Career Pathways program if you receive a grade of 75% or better for the semester.

**Extra Help:**

Extra help is available upon request. I stay until at least 2:30 most days, and I am available during B and F periods. You may also email me ([adaigle@thompsonpublicschools.org](mailto:adaigle@thompsonpublicschools.org) or [missdaigle@gmail.com](mailto:missdaigle@gmail.com)) for any questions or concerns you may have. I am also happy to review speeches and essays, but please give me a reasonable amount of time to give substantial input.

**Good luck!!**

*Miss Daigle* ☺