



COMM01: Public Speaking

(#35205) COMM-001.-04Y [11:30 a.m. - 1:20 p.m.] MW in L49

TBA hour is asynchronous on Canvas
[Monday: 1:30 – 2:20 pm]

Office: F3-1H

kaurshagun@fhda.edu

(408) 864 - 8381

Office Hours [In-person in F3-1H]

Wednesday - 1:30 pm to 2:20 pm

Office Hours [Synchronous on Zoom]

Tuesday - 9:30 am to 10:20 am



Hello and welcome to the class,
I am here to help you. If you have outside responsibilities or other potential barriers to completing the work for this course, please come and talk to me *as soon as possible*. **Please don't wait until it's too late to get help.**

If you have any disability, either temporary or permanent, which might affect your ability to participate fully in the course, please let me know immediately. We can figure out what accommodations will be necessary to provide equitable participation.

Don't be a stranger! I want to learn a little bit about all of you, including your names, and it would help enormously if you would feel comfortable enough to come up and introduce yourself to me before or after class; remember to state your name when you participate in class and visit me during my office hours.

Every single one of you can do well in this class. I expect you to try your best, to put as much into this class as you can and get as much out of this class as you can, to ask me for help when you need it, to ask for and offer support to your classmates, and to work with me to ensure your success.

Finally, I want to stress that ALL students are welcome in my class, regardless of national origin, religious affiliation, ethnicity, gender, sexual orientation, age, physical challenge, socioeconomic status, or cultural background. Let us work to make our classroom an environment of kindness and mutual respect. Even more than our similarities, our differences offer the wealthiest learning opportunities. — *Shagun Kaur*

COURSE DESCRIPTION:

This skill-learning course covers the theory and techniques of public speaking in a democratic society and is designed to introduce a variety of perspectives and approaches used to research, assess, organize, present, and evaluate public presentations. Students will also develop and apply effective research strategies.

STUDENT LEARNING OUTCOMES:

1. Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
2. Display increasing confidence in speaking extemporaneously.
3. Demonstrate effective listening skills in various public speaking contexts.
4. Identify, locate, evaluate, and use information technologies and information sources.

ASSUMPTIONS OF THE COURSE:

1. We communicate in a meaningful, respectful, and inclusive manner - every day.
2. We can learn real things about the communication environments in which we participate.
3. We are social beings who both shape and are shaped by the social world in which we live.
4. Learning can be fun; we probably learn best when our minds and bodies are actively engaged in the learning process.

What you need to be Successful in this Course

Textbook & Readings

Required:

FREE BOOK:

[The Public Speaking Project](https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/Public_Speaking_(The_Public_Speaking_Project))

[[https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/Public_Speaking_\(The_Public_Speaking_Project\)](https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/Public_Speaking_(The_Public_Speaking_Project))]

Recommended:

Speaking Up Without Freaking Out 50 Techniques for Confident, Calm, and Competent Presenting (3rd ed.) by Matt Abrahams.

Supplies:

One package of 3X5-inch index cards.

Access to the Internet:

Access to an active email address checked at least by 11

PM on the night before class and a current De Anza Library card.

Openness to Participating Fully in Class Activities:

I believe that students learn best when presented with various teaching strategies.

Not everyone will like every strategy; to paraphrase Lincoln, you can't always make everybody happy.

As much as possible, given the constraints of time and room setup, classroom activities will be organized with a hands-on approach, asking students to engage in discussion, video analysis, and speeches.

This creates a fun and engaging learning environment and helps you practice your communication skills in a low-stakes environment which hopefully helps reduce anxiety. You will also be asked to participate

in various in and out-of-class activities and discussions to facilitate this. If you are usually a talker, your challenge will be listening more and talking less. If you are generally quiet or an observer, your challenge will be to take risks and speak up from time to time.

Students consistently have told me that when they consulted and worked with others in the class, their learning, confidence, enjoyment, and skills increased significantly beyond when they worked alone.

So, communicate with your class peers outside this room and time. Don't wait!! Approach them! Exchange emails/ phone numbers. Who knows; you might make new friends.

Have Fun!!

Expectation Agreement

As a student in COMM01, you are expected to...

- Keep up with this class's assigned readings, videos, and handouts by following the schedule.
- Read or re-read the assignments before coming to class. Your success in this class is dependent on reading and digesting the assignment.
- Check Canvas and your class schedule regularly.
- Stay focused and ready to participate in class.
- Participate in civil & respectful class discussions.
- Be an active, engaged, and respectful listener.
- Turn in assignments, speeches, and quizzes on time.
- Check your class site and emails regularly and promptly respond to classmates.

Speeches, Quizzes & Discussions

All measurable assignments will be given a point value listed below. Your final grade is based on a percentage; the scale corresponding to each percentage range is in the table below.

Attendance & Participation [In Class (30) + Online (30)]	60 Points
Plagiarism certificate	20 Points
Internet Search Project	20 Points
Exercises	30 Points
Syllabus Quiz	10 Points
Quizzes (8 @ 20 points each)	160 Points
Peer Responses (3 @10 Points each)	30 Points
Response Paper (3 @ 30 Points each)	90 Points
Practice Speeches	80 points
Performance Speech	30 Points
AHA Speech	70 Points
Persuasive Speech	100 Points
TOTAL POSSIBLE POINTS	700 Points

Your final score is calculated as a percentage; the corresponding grade breakdown is below.

100% - A+	89%-88% - B+	79%-78% - C+	69%-68% - D+	59% or below – F
99%-93% - A	87%-83% - B	77%-70% - C	67%-63% - D	
92%-90% - A-	82%-80% - B-		62%-60% - D-	

EXERCISES: These low stake assignments are designed to assess and reduce your communication apprehension and help you before the speeches. **They are part of the weekly TBA hour requirement** and include:

- a. Communication Goals [10 pts]
- b. Anxiety Management Plan [10 pts]
- c. PRCA Pre and Post Survey [10 pts]

PRACTICE SPEECHES: These are low-stakes speeches presented informally, individually, or in a group setting and are designed to reduce your communication apprehension and help you practice before the significant speeches. These include:

- a. Introductions speech **3-5 minutes** [10 pts.]
- b. 2 Truths/1 Lie **1 minute** [10 pts]
- c. Who’s Story **3-4 minutes** [10 pts.]
- d. Change Story/Name speech **2-3 minutes** [20 pts.]
- e. Impromptu Speech **2-3 minutes** [30 pts.]

SPEECHES AND OUTLINES: Your major graded speaking assignments will be as follows:

- a. Performance **3-4 minutes** [30 pts.] (requires write-up submission)
- b. Artifact Hack App [AHA] speech - **4-5 minutes** [70 pts.] (requires preliminary research, audience analysis & multiple outline submission)
- c. Persuasive speech - **6-7 minutes** [100 pts.] (requires multiple outline submissions)

QUIZZES: You must do **eight** online quizzes worth 20 points each. Each quiz has 20 multiple-choice/true-false questions based on the week’s assigned chapters/handouts/videos, etc. You will have unlimited attempts for each quiz, and the highest score from all attempts will be used. All quizzes will open at midnight on Wednesday of that week and will be due by 9:00 a.m. the following Monday **as part of your weekly TBA Hour.**

Note about participation.

- A. In Class

1. Participation is an integral part of this course. We cannot collaborate without a group or public speaking without a public. In addition, regular participation ensures you learn the skills and gain the confidence needed to tackle the big presentations. Participation means coming prepared with the readings and assignments, active listening, discussion, group conversation, and contribution to in-class activities.
2. Please know that lack of participation will result in a loss of points from your final grade up to the maximum of **30 participation points** for in-class and online participation. I know unique circumstances might become a barrier to achieving this goal. Please contact the instructor and communicate, and we will figure it out.
3. **Please do not disrupt a speech in progress if you are late.** Wait outside until the speaker has finished the speech and enter the class. The same rule applies to electronic devices.

B. Online

1. All assignments will be turned in/ presented on the due date indicated in the schedule. **I do not accept late assignments unless you have negotiated with me in advance or there are extreme circumstances.** Makeup is decided on a case-by-case basis, and only partial credit is given for late work. It is also your responsibility to keep track of your absences and scores.
2. Online participation includes but is not limited to timely and meaningful participation in all discussions, timely submission of all assignments, responsible and active participation in group activities, courteous and responsive communication with all class members. Failure to follow these guidelines will result in a loss of participation points from your final grade for a maximum of **30 participation points** for online participation.

Additional Information

These are some suggestions to make this course **FUN** and **STRESS-FREE** for all of us:

1. **ALWAYS** keep a copy of your outlines, speeches, and assignments as backup in case the one submitted is somehow lost. **I expect you to show me your backup copy as proof of completion before I can give you credit for any work lost.** Please keep all graded assignments till the final grade is received as a safeguard measure.
2. When emailing the instructor, write COMM01 (class time) in all caps in the subject line and the subject. That way, you won't be confused with Spam. Schedule your time appropriately; I may take up to 2 working days to respond to queries and longer on weekends. **If I don't reply after two days, please nag me. I prefer to use the inbox in Canvas to send me emails because your emails will have priority.**
3. Don't procrastinate and start work early in the week. Sometimes, the Internet may be down later in the week, or you may have another emergency at the eleventh hour. Plan especially for your significant speeches, which are lengthy and require exhaustive research.

Plagiarism

Don't cheat. It is unethical and, frankly, disappointing. When you cheat, you cheapen what we are doing here in class; you deprive yourself of learning and growth; you sell yourself short and betray the time and effort I devote to teaching the class. Many of you do not fully understand plagiarism or how to cite reference materials properly. I am happy to go over this with you.

In short, plagiarism is when you use someone else's ideas without giving them credit or introduce information you learned from a specific source without credit. You must provide an in-text citation if you haven't made it up. **The De Anza Student Handbook specifies that students can be subject to college discipline (including suspension and expulsion) for plagiarism and cheating.**

AI tools, including ChatGPT, are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Important College Dates

January 20	Last day to add classes
January 21	Last day to drop classes without a W
February 16-19	Presidents' Holiday – no classes; offices closed
March 1	Last day to drop classes with a W
March 25-29	Final Exams

Our COMM01 class is now published on Canvas, De Anza's course management system. You can access this course by logging in with your **MyPortal** credentials on the first day of class.

1. Go to <https://deanza.instructure.com> (Link to Canvas is also available in **MyPortal** under your Student Tab)
2. Use your **MyPortal** credentials to log in.
3. You will be taken to the Canvas dashboard, where you should see our course.

As a hybrid course, many components of our class (assignment submissions, quizzes, accessing guidelines, and other materials) are conducted via Canvas. I will do my best to ease the transition for you and act quickly in resolving issues I control. **If you experience technical issues with Canvas, contact their technical support at 1-844-592-2207.**

The tentative schedule below details everything you need to know to stay on top of this class. I use the word “tentative” because this schedule might change; however, you will be informed of any changes in the schedule. Check the schedule before you come to every class to be prepared.

Course Calendar

All chapters are located on Canvas in the weeks assigned and can also be found on the [Public Speaking Project](#) Book website. All Handouts are also located in the weeks posted on the class website on Canvas.

On	What's due [points]	What's happening in class	Read and watch this BEFORE coming to class	Online Hour /TBA Hour [TBAH] + Homework
WEEK 1				
1/8	Hard copy of syllabus [extra credit]	Orientation to the class	The syllabus	<ol style="list-style-type: none"> 1. Complete Goals Sheet [TBAH] 2. Prep Introduction Speech 3. Watch videos 1& 2 [TBAH]
1/10	Syllabus Quiz [10 pts.] Goals sheet (online) [10 pts.]	Defining communication	Chapter 1 of PSP	
WEEK 2				
1/15	PRCA Pre Survey [5 pts.]	Perception	Chapter 3 of PSP Watch video 3	<ol style="list-style-type: none"> 1. Do Quiz 1 [TBAH] 2. Start Response Paper 1 3. Do Change Story Write-up. 4. Get plagiarism cert [TBAH]
1/17	Introductions speech [10 pts.]	Listening	Chapter 4 of PSP Watch video 4	
WEEK 3				
1/22	Quiz 1 (online) [20pts.] Plagiarism Cert (online) [20 pts.]	Information Literacy	Library orientation	<ol style="list-style-type: none"> 1. Do Quiz 2 [TBAH] 2. Prep Truth/Lie speech. 3. Practice Change Story speech 4. Work on Internet Search Project.
1/24	Response Paper 1 (online) [30 pts.] 2 Truths One Lie [10 pts.]	Speech Anxiety + Performance Speech Discussion	Chapter 11 of PSP	
WEEK 4				
1/29	Quiz 2 (online) [20 pts.] Change Story write-up (online) [10 pts.] Change Story speech [10pts.]	Speeches		<ol style="list-style-type: none"> 1. Do Quiz 3 [TBAH] 2. Prep Who's Story speech. 3. Do Performance speech Write up 4. Work on Anxiety Management Plan
1/31	Who's Story [10 pts.] Internet Search Project [20 pts.]	Delivery	Chapter 12 of PSP Watch videos 5 & 6	
WEEK 5				
2/5	Quiz 3 (online) [20 pts.] Performance write-up (online) [10 points] Anxiety Management Plan [10 pts.]	AV Aids	Chapter 13 of PSP Watch videos 7,8 and 9	<ol style="list-style-type: none"> 1. Do Quiz 4 [TBAH] 2. Read AHA speech instructions. 3. Write a Topic Proposal for the AHA speech. 4. Submit Peer Responses#1 online and to speakers.
2/7	Performance speech – Round 1[20 pts.]	Speeches		
WEEK 6				
2/12	Quiz 4 (online) [20 pts.] Performance speech – Round 2 [20 pts.] AHA speech topic proposal (online) [5 pts.]	Speeches		<ol style="list-style-type: none"> 1. Design and print 10 Surveys – AHA Speech 2. Do Quiz 5 [TBAH]

2/14	Surveys (20 copies) [10 pts.] Peer Response #1 [10 pts.]	Survey + Analysis	Chapter 5 of PSP Watch video 10	3. Do Response Paper 2
On	What's due [points]	What's happening in class	Read & Watch this BEFORE coming to class.	Online Hour + Homework
WEEK 7				
2/19	HOLIDAY			1. Write an AHA survey analysis 2. Do Quiz 6 [TBAH] 3. Start working on the AHA Prelim Outline
2/21	Quiz 5 (online) [20 pts.] AHA Analysis (online) [15 pts.] Response Paper 2 (online) [30 pts.]	Organization	Chapters 8 and 9 of PSP	
WEEK 8				
2/26	Quiz 6 (online) [20 pts.] AHA Prelim Outline (3 copies) [10 pts.]	Information	Chapter 15 of PSP	1. Write the AHA speech final outline. 2. Do Quiz 7 [TBAH] 3. Write Persuasive speech prelim outline.
2/28	AHA speech – Round 1 [20 pts.]	Speeches		
WEEK 9				
3/4	Quiz 7 (online) [20 pts.] AHA speech – Round 2 [20 pts.]	Persuasion	Chapter 16 of PSP	1. Submit Peer Responses#2 online and to speakers. 2. Start Response Paper 3 3. Prepare for your Persuasive final outline and speech. 4. Do Quiz 8 [TBAH]
3/6	Persuasive Prelim Outline (3 copies) [20 pts] Peer Response #2 [10 pts.]	Peer review + Fallacies		
WEEK 10				
3/11	Quiz 8 (online) [20 pts.] Persuasive speech – Round 1 [80 pts.]	Speeches		1. Finish the extra credit 2. PRCA Post Survey [TBAH]
3/13	Response Paper 3 (online) [30 pts.] Persuasive speech – Round 2 PRCA-24 Post-Test (online) [5 pts.]	Speeches		
WEEK 11				
3/18	Persuasive speech – Round 3	Speeches		Submit Peer Responses#3 online and to speakers.
3/20	Persuasive speech – Round 4 Extra credit (online)	Speeches	Watch ONE of the assigned videos for this week.	
WEEK 12: Peer Response #3 [10 pts.] Impromptu Speeches [30 pts.] If your regular class starts at 11:30 a.m. MW – Finals are on Monday, March 25th from 11:30 a.m. to 1:30 p.m.				