



Syllabus

Welcome to BYU Online!

This course is part of a small pilot of online courses at BYU. This course is a highly structured learning experience that meets the university's general education requirements and will mirror the intensity of the on-campus course. This course differs from on-campus courses and other online courses in the following ways:

- **Course Content** – All of the course content is contained online, including the course textbook. You will also submit all your assignments and complete all your course quizzes online.
- **Course Completion** – There are posted deadlines for speaking assignments but you are welcome to work ahead of schedule. The only restrictions are you cannot complete the course before halfway through the semester and you must complete the course by the end of the semester.
- **Orientation Meeting** – You are required to attend an initial class meeting. At this meeting, you will meet your instructor, course TAs and other members of the class. You will also have the opportunity to ask any questions you have about the class and how it operates.
- **Instructor interactions** – Throughout this course you will receive personalized feedback on all of your speech submissions. You can also contact your instructor through email, or arrange a time to Google chat or video hangout.

As part of the pilot, we will be asking you to help assess the success and effectiveness of this course, the faculty member, the course delivery and the course support. Your participation in this assessment effort will be critical to future opportunities for online learning at BYU. Please be prepared to provide meaningful feedback about your experience.

Course Outcomes

The focus of this class is to understand basic speech theories and develop a variety of skills to help you become competent, audience-centered public speakers. When you have finished this course, you should be able to:

1. Develop analytical listening and observation skills.
2. Know how to speak publicly so your audience will really listen and understand.
3. Construct and deliver effective extemporaneous public speeches.
4. Manage speech anxiety and effectively use nonverbal communication to inform, persuade, enlighten, and impact your audience.
5. Produce and employ effective visual aids in your presentations.

Course Objective

This course is designed to help you learn the fundamentals of effective public speaking. At the conclusion of the course, you should be able to do the following:

1. Know how to successfully manage speech anxiety.
2. Understand the ethical responsibilities of a public speaker.
3. Be able to deliver speeches that are both vocally engaging and employ effective nonverbal communication.
4. Know how to create and adapt speeches for different audiences and read audience feedback while giving presentations.
5. Be able to construct, organize, and deliver effective extemporaneous speeches, manuscript presentations, and know how to handle impromptu situations in a competent manner.
6. Know how to write and use a speaker's key-word outline, formal outline, or manuscript when presenting speeches.
7. Understand how to use research to support speech topics and acknowledge source material while speaking.
8. Be able to create and use effective visual aids for speaking engagements.
9. Understand how to construct ethical and competent arguments.
10. Know how to use language in a powerful and appropriate manner for different audiences and speaking situations.

Course Materials

There are no required materials for this course.

All speeches must be recorded in video format and uploaded to Youtube, DropBox or Google Drive, ([click here for upload instructions](#) (<https://support.google.com/youtube/answer/57924?hl=en>)). Submit your links

to the recordings directly in the course notes in BrainHoney as instructed. If you need to submit multiple attachments in BrainHoney, follow the submission instructions.

Assignments

Each lesson will include information that will assist you in becoming a better communicator. Read the lessons carefully and take notes so you can successfully complete the quiz at the end of each lesson. Eight of the nine lessons require you to record yourself giving a speech. Several require outlines or manuscripts and visual aids.

Lesson One: Teaches you how to portray confidence while facing your fears. You will learn the basic tasks of speech giving and how to engage the audience through your vocal delivery. You will become familiar with your voice by recording and submitting your favorite poem and quote.

Lesson Two: Explains how to analyze and connect with your audience through humor and stories. You will learn more about ethics in speaking. You will demonstrate the basics by recording and submitting your self-introductory speech and outline.

Lesson Three: teaches the different methods of delivery. You will learn how to choose a topic, organize a speech, and how to use nonverbal mannerisms to enhance your message. You will organize, deliver, and submit a recorded impromptu speech and impromptu practice outlines.

Lesson Four: teaches how to research and support your speeches. You will learn how to cite sources while speaking and use visual aids to support your speech. This lesson will give you a good foundation for the remaining speeches you will give in this class. There is a practice recorded speech and self-evaluation requirement for this lesson.

Lesson Five: teaches the speech types and organization options for informational speaking. You will submit a full sentence outline with bibliography and recorded informative speech. A visual aid must also be submitted.

Lesson Six: is on the art of persuasion—learning the methods and tools of persuasion. You will submit a full sentence outline with bibliography and recorded persuasive speech. A visual aid must also be submitted and used during the speech.

Lesson Seven: is on argumentation, critical thinking, and building relations with your audience. You will submit a full sentence outline with bibliography and recorded argumentative speech. A visual aid must also be submitted and used during the speech.

Lesson Eight: discusses the use of language. A self-evaluation paper on your argumentation speech in lesson 7 must be submitted.

Lesson Nine: teaches speaking for special occasions. For your final assignment you will write and record an after-dinner or tribute speech. You will need to also submit your manuscript.

It's very important that you submit **all** of the assignments for a lesson portfolio **at the same time**. Here's how to submit your completed assignments:

1. Click the **Instructor-Graded Assignment Submission** link in your course.
2. Click **Open**.
3. Attach all of the relevant assignments and information for that lesson by clicking the **Choose File** button, then locating the file(s) you wish to submit. (May include the speech recording, outline or manuscript, bibliography, and a visual aid for lessons 5-8)
4. To attach additional files, click **Add Attachment** and use the **Choose File** button to locate and upload the next file. Make sure you attach every file you need included in the portfolio for each lesson.
5. When you are finished, click **Submit**.
6. You will be asked if you are sure you want to submit this assignment. Click **Yes**.
7. You will receive a message that tells you that you have successfully submitted your assignment. Click **OK**.

Remember: Do **not** submit any lesson portfolio until you have completed all of the assignments for the lesson! Make sure to submit your YouTube link(s) in the comments area.

Reminders in your course will help you know how keep a consonant pace. There are late penalties for submitting assignments after these deadlines have passed. It is your responsibility to turn in your recordings in a way that will help you meet these deadlines. Assignments are generally graded within five to eight business days after submission.

Assignment Deadlines

You must complete all assigned work for the following lessons by the date indicated.

Lesson 1: Monday, Sept. 14

Lesson 2: Monday, Sept. 21

Lesson 3: Monday, Sept. 28

Lesson 4: Monday, Oct. 5

Lesson 5: Monday, Oct. 19

Lesson 6: Monday, Nov. 9

Lesson 7: Monday, Nov. 23

Lesson 8: Monday, Nov. 30

Lesson 9: Monday, Dec. 7

Exams

There are no midcourse or final exams for this course.

Participation and Practice

An important part of any public speaking course is practicing speeches, self, and peer evaluation. You are highly encouraged to deliver speeches in front of an approved audience and to seek their feedback. You are also required to submit two self-evaluations. Class participation and speech practice is worth 10% of your grade.

Practice: You will be asked at the beginning of each speech submission whether you practiced your speech and if you practiced in front of an audience. Points are given for your level of effort. If you practiced your speech more than once and in front of an audience you will be given full points. The audience can be your roommates, spouse, friends, coworkers, or other students in the course.

Grading

There is a grading evaluation rubric for each speech assignment. After listening to your speeches and reviewing your written work, I will assign a grade according to the evaluation forms included at the end of each lesson. Each speech will be given a numerical score and will include personal feedback. There are seven lesson portfolios that will include speech recording(s). Some will require an outline or manuscript, bibliography, or a visual aid (for lessons 5-8). Your speaking assignments are worth 80% of your grade and will be given the following weights when calculating your grade:

Lesson #	% of Grade
Lesson 1 Practice Assessment	.5
Lesson 1 Portfolio - Poem and Quote Reading Assignment Submission	5
Lesson 1 Quiz	1
Lesson 2 Practice Assessment	.5
Lesson 2 Portfolio - Speech of Introduction Assignment Submission	10
Lesson 2 Quiz	1
Lesson 3 Practice Assessment	.5
Lesson 3 Portfolio - Impromptu Speech Assignment Submission	10
Lesson 3 Quiz	1
Lesson 4 Portfolio - Informative Speeches and Sources Assignment Submission	10
Lesson 4 Self-evaluation of practice speech	2.5
Lesson 4 Quiz	1
Lesson 5 Practice Assessment	1
Lesson 5 Portfolio - Informative Speech Assignment Submission	10
Lesson 5 Quiz	1
Lesson 6 Practice Assessment	1
Lesson 6 Portfolio - Policy Persuasive Speech Assignment Submission	10
Lesson 6 Quiz	1
Lesson 7 Practice Assessment	1
Lesson 7 Portfolio - Argumentative Speech Assignment Submission	15
Lesson 7 Quiz	1

Lesson 8 Quiz	1
Lesson 8 Self-evaluation of Argumentative Speech	2.5
Lesson 9 Practice Assessment	1
Lesson 9 Portfolio - Special Occasion Speech Assignment Submission	10
Lesson 9 Quiz	2

There are Speedback quizzes at the end of each lesson. The quizzes contain matching and multiple-choice questions and are processed by computer. Quizzes are worth 10% of your grade. There will not be a midterm or final exam for this course.

Grading Scale

Grading will be on a straight percentage scale as follows:

A	100-94	C	76-75
A-	93-90	C-	74-70
B+	89-87	D+	69-67
B	86-85	D	66-65
B-	84-80	D-	64-60
C+	79-77	E	59 or below

Course Contents

Lesson One: You and Public Speaking

Lesson Two: Connecting With Your Audience

Lesson Three: Delivering Your Speech with Style

Lesson Four: Researching and Supporting Your Speech

Lesson Five: Informative Speaking

Lesson Six: Persuasion with Passion

Lesson Seven: Argumentation, Critical Thinking, and Ethics

Lesson Eight: The Speaker's Language

Lesson Nine: Speaking On Special Occasions