

University of Puerto Rico  
Rio Piedras Campus  
College of Humanities  
English Department

**Course Title:** Introduction to Public Speaking  
**Code Number:** ENGL 3257  
**Credit Hours:** 45 hours / 3 credit hours

Prof. Pedro Pérez Osorio  
Office: Pereira Basement Office #12  
Office Hours: Tues. & Thurs. 9:00-11:00  
by appointment

**Prerequisites:** None. Course approved for General Education literature requirement.

**Course Description:**

English 3257 is an introductory course to develop the student's skills, knowledge, and understanding of the public speaking process. Topics include the principles of reasoning, audience analysis, and collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well-prepared speeches, using computer technology when appropriate.

**Objectives:**

Upon completion of the course, the student will be able to:

1. Explore the Foundations and Theory of Public Speaking, including the basic elements of the communication process, the various models of communication, and the relationship between public speaking and personal success.
2. Adapt to the problems and responsibilities of beginning speakers.
3. Employ effective listening skills.
4. Prepare a public speech.
5. Organize a public speech.
6. Choose appropriate language and use appropriate techniques in public speaking situations.
7. Present a public speech.
8. Identify distinguishing characteristics between informative, persuasive, and commemorative speeches.

**Course Outline:** Scheduled assignments and readings can be found in *Speech Communication Made Simple*.

**I. Course Outline (tentative):**

**Week 1-4** Speech Theory. What makes a speech great? **Building Confidence exercises:** Picture Story, The Old Bag Speech. Introducing the Speech Preparation

Worksheep. Personal Experience Speech. Specific Fear Speech. Personal Opinion Speech.

**Weeks 5-8** Putting Your Speech Together. Outlines. Transitions. Chapter 2: Delivering your speech.

**Weeks 9-12** Chapter 4: Speaking to inform. Choosing your topic. Narrowing your topic. Gathering information. Preparing visual aids. Outlining an Informative Speech. Preparation checklist.

**Weeks 13-16** Chapter 5: Speaking to Persuade. Same procedures as above.

### Teaching Strategies

This course will include lectures, group discussions, in-class writing, and speech presentations, and on-line collaborations. I've chosen as our main text book for the course *Speech Communication Made Simple* by Paulette Dale and James C. Wolf. In this book you will find all the information you need to complete written assignments that will better prepare you for writing and delivering your speech. I have made a copy available in our Whatsapp page. Please see to it that you come to class with copies of the assigned chapters or exercises as class discussions will be centered around these. Lab computers will be used in order to facilitate discussion on example essays.

### Cumplimiento con Ley 51\*

*Los estudiantes que reciban servicios de Rehabilitación Vocacional deben comunicarse con el profesor/a al inicio del semestre para planifica el acomodo razonable y equipo de apoyo necesario conforme a las recomendaciones de la Oficina de Asuntos para las Personas con Impedimentos (OAPI) del Decanato de Estudiantes. También aquellos estudiantes con necesidades espaciales que requieren de algún tipo de asistencia o acomodo deben comunicarse con el /la profesor/a.*

### Evaluation Method

The final grade will consist of the following criteria:

3 Speeches*	300
Written exercises	100
Class Participation & Attendance	100

\*Rubric to be Used for Evaluating Speeches:

Please see pages 249-253 for rubrics that will be used for different speeches.

## **Grading System: A, B, C, D, F.\***

\* Evaluación diferenciada para estudiantes con necesidades especiales.

## **Classroom Policies:**

Attendance and class participation are essential to the satisfactory completion of this course. Your class attendance and participation will be used to determine a portion of your grade. Your promptness is appreciated and noted. If you are late, please enter quietly. On speech days, please do not disrupt the class. Wait outside the door until the speaker has completed their speech and then enter the class. Repeated tardiness will be regarded as absences. If you are tardy it is your responsibility to remind the professor of your presence, otherwise it will be regarded as an absence. Remember this is a class participation course. We will engage in class discussion, exercises and assignments. Students, who are absent regularly, will usually not perform well. Therefore, class attendance is mandatory.

- Academic honesty is required! Your written work and your speeches are to be original work. The textbook has statements on plagiarism and the university has policy regarding plagiarism, please familiarize yourself with these statements and policy. Cheating in any form or plagiarizing is a serious offense, followed by serious consequences. It will not be tolerated and the result is your failure in this course.
- Classroom conduct is to be professional, courteous and supportive. Cell phones, pagers and other equipment are to be turned off when you come to class. Behavior which is disruptive will cause you a reduction in one full grade.
- Written assignments are to be typed, double spaced and in 12 point font size. Correct spelling and grammar is expected.

As mentioned above, class attendance is mandatory. Attendance and classroom participation are closely linked and will be graded as follows:

0 absences= 100%	5 absences = 75%	10 absences = 50%
1 absence = 95%	6 absences = 70%	11 absences = 45%
2 absences = 90%	7 absences = 65%	12 absences = 40%
3 absences = 85%	8 absences = 60%	13 absences = 35%
4 absences = 80%	9 absences = 55%	

## **Bibliography**

Lucas, Stephen E. *The Art of Public Speaking*, 10<sup>th</sup> Edition. Boston: McGraw Hill, 2008.

Dale, Paulette and James C. Wolf. *Speech Communication Made Simple*. Miami: Pearson Longman, 2006.

Internet Resources:

**Internet Resources:**

Ted Talks

The Girl Who Silenced the World for Five Minutes

<http://youtu.be/bM5XYFYhLxO>

The Great Dictator

<http://youtu.be/QcvjoWOwnn4>

I Have a Dream

<http://youtu.be/smEqnnklfYs>

Demand That Truth

<http://youtu.be/FKbLDw4KU>