

Introduction to Public Speaking, Communications Studies 1  
Winter 2025 5 units

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General Course Information:

**Instructor:** Royce M. Cano, Instructor (she/her) **Email:** canoroyce@fhda.edu

**Prerequisites:** Eligibility for English 1A or ESL 5. **Transferable:** This course meets the Communication Requirement: 5 units of credit

**Office hours:** [Monday 12:30pm-1:30pm](#)[Links to an external site.](#), [3:30-4:30pm](#)[Links to an external site.](#) via Zoom. If you can't connect at this time contact me and I can schedule a separate Zoom meeting.

**Class Info:**

Communication Studies 1, Public Speaking Comm D001. 54Z CRN35203

Required Text: Free online textbook [The Public Speaking Project](#)[Links to an external site.](#)

NOTE: To stay in the course you must confirm you are an active student by taking [Week 1 Quiz](#) found in Week 1 Module by Saturday, January 11, 11:59pm. Any student who does not submit the quiz by the deadline will be considered inactive and dropped from the course.

Zoom Speech Sessions and Signups:

The first speech will be recorded and submitted as a Canvas assignment. See Module 1 for the instructions and assignment. The remaining four speeches will be presented on Zoom. There are two Zoom speech session choices during each of the four speech weeks: You will sign up separately for each speech. See the Zoom speech signup assignment in Week 1 Module and also in Week 2 Module when it will be due. Review your schedule carefully and sign up for all of your speech dates by Friday, January 10, 11:59pm. Both sessions have limited slots so sign up early to get your first choice. If later in the quarter you want to change any dates, contact me. Since that change may not be possible, make your initial choices carefully.

See the [Speech Signup and Presentation Policy](#) in the Orientation Module for more details for on time and makeup speech presentations. Any student who does not sign up for the four Zoom speeches by the deadline will be randomly assigned to open spots and will be held to those dates. The five speeches are:

Presented during the Zoom session you signed up for:

- Personal Narrative Speech: (Share one aspect of yourself-Week 2)
- Informative Speech: (Inform us about a specific topic-Week 4)
- Demonstration Speech: (Demonstrate a process, task or skill-Week 6)

- Persuasive Speech: (Persuade us to agree with your opinion-Week 8)
- Motivational Speech: (Inspire us to improve ourselves and/or help those around us-Week 10)

Important Dates: (All dates are enforced by Admissions).

- January 20: Last day to add.
- January 19: Last day to drop a class without a W.
- February 28: Last day to drop

Course Description: Effective public speaking skills are essential for members of a democratic society. In this course, you will develop strategies for designing well-organized, researched, extemporaneous speeches on a variety of topics adapted to a diverse audience. The speeches and online discussions allow you to practice and critique your oral communication skills as well as observe and evaluate those of others. Readings, lectures, written assignments, and quizzes serve as resources for you as you develop your public speaking abilities and become more at ease when addressing an audience.

Course Objectives (CLO's)

The student will:

1. Examine historical and cultural traditions of oral communication in both domestic and global contexts and assess their impact on our views, beliefs, and practices relating to speaking in public.
2. Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
3. Select, locate, evaluate, and use information technologies and information sources.
4. Apply research, analyze, organize, compose, present, and evaluate informative and persuasive speeches.
5. Develop confidence in delivering speeches extemporaneously in front of a live audience.
6. Develop listening skills to foster respectful, reflective, and critical listening appropriate in public presentation.

Student Learning Outcomes (SLO's)

In addition to the course objectives, there are also specific Student Learning Outcomes (SLO's) associated with COMM 1. Specifically, by the end of this course, students will:

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.

### **Help and Support beyond this class:**

DeAnza offers a variety of services to help you be a successful student.

- You can get academic help like tutoring and nonacademic services like psychological services at [Your Guide to the QuarterLinks to an external site.](#)

## POLICIES

Note: You can find a more detailed description of course policies in [How this course works](#) in the Orientation Module.

### Student Expectations:

- - Ethics:
    - You should submit your own, original work for this course. Here is more information about [academic integrityLinks to an external site.](#) at De Anza.
  - Administrative:
    - If despite your best efforts you find you must drop the class, please let me know and then **you need to process your drop promptly. Do not depend on being automatically dropped.**
- - Speech presentations:
    - Be present and ready to deliver your speech extemporaneously in your scheduled Zoom session for each of your Zoom speeches.
    - Fulfill your role as an attentive, respectful audience member when critically evaluating presentations.
  - Online discussions
    - - Participate actively in all discussions which will help you compose, organize and locate information sources for your speeches as you help others do the same.
      - For each discussion you will need to post your initial response Wednesday and then respond to two of your peers with questions and evaluations by Saturday.
      - Because of the dynamic nature of Online discussions there are no late due dates.
- - Written Assignments
    - Follow instructions and submit on time written assignments ( speech outlines, quizzes and the Self-evaluation) to maximize the benefit of critically evaluating your completed speeches as well as composing upcoming speeches.
    - Late submissions are deducted 20% off the points possible. There are no excused late assignments. If you don't make the late due date, you receive a zero for that assignment.

### Instructor Expectations:

- - -

- I will send out weekly overviews through Canvas announcements every Monday at 8am.
- I will check my email and Canvas messages Monday-Friday during the day and will respond within 24 hours.
- I will hold weekly office hours on Zoom. For days and times see top of the syllabus.
- I typically grade assignments with comments within a week, time sensitive assignments in 1-2 days. If you need feedback on an assignment sooner, feel free to contact me.
- I will grade and comment on late submissions but while you will get points (with a 20% deduction) you may not get feedback in time to use for your upcoming assignment.
- I will allow you to present a makeup speech with a 20% point deduction **if time allows**. Because makeup speeches are not guaranteed, plan to present all your speeches on time. Recorded speeches may be available for makeup speeches if the speaker meets the requirements. For more details see [Speech Signup and Presentation Policy](#)
- My number one goal as an instructor is to help you successfully complete this course. If you need help, please contact me at canoroyce@fhda.edu or click on the inbox icon to the left of the Course Navigation to access [Canvas messaging](#). I encourage you to contact me promptly to maximize your options.

## COURSE REQUIREMENTS

Technology requirements and resources:

- Internet access, stable connection and able to navigate Canvas and Zoom for speeches, written assignments and resources.
- To access Canvas go to [canvas.deanza.edu](https://canvas.deanza.edu)[Links to an external site.](#)
- To access Zoom office hours see "Important Links" or "How to be successful in this class" in the [Orientation Module](#). Or you can click on "[Zoom](#)" in the [Navigation Bar](#)
- Student resources related to online instruction including Canvas and Zoom go to the [Student Resource Hub](#)[Links to an external site.](#)

Your grade is determined by your performance in three areas.

#1 Speeches: (690 points)

- Assignments
  - Rough draft outline (not required for the first speech)
  - Final outline
  - Presentation of speech
  - Speaker presents the speech using [an extemporaneous delivery](#)[Links to an external site.](#)

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- o Written self-evaluation

All assignments and assignment resources are in [Modules](#).

**#2 Quizzes: (120 points)**

There will be weekly quizzes from the course content and from your free online textbook [The Public Speaking Project](#). [Links to an external site.](#)

**#3 Online discussion assignments: (240 points)**

There will be graded class online discussion assignments throughout the course that will help you prepare for upcoming speeches and self-reflect about your speech and share feedback with fellow speakers.

**TOTAL POINTS FOR THE COURSE: 1,050 points**

Optional Extra Credit opportunities:

- Week 8: Extra Credit Online discussion assignment (20 points)
- Week 11: Tribute Speech (20 points)

Grade breakdown by percentage and points

percentage and point breakdown by grade

| Percentage      | Points        | Letter Grade |
|-----------------|---------------|--------------|
| 97.5-100%       | 1,024-1,050   | A+           |
| 92.5-97.4%      | 971-1,023     | A            |
| 89.5-92.4%      | 940-970       | A-           |
| 85.5-89.4%      | 898-939       | B+           |
| 82.5-85.4%      | 866-897       | B            |
| 79.5-82.4%      | 835-865       | B-           |
| 75.5-79.4%      | 793-834       | C+           |
| 69.5-75.4%      | 730-792       | C            |
| 65.5-69.4%      | 688-729       | D+           |
| 62.5-65.4%      | 656-687       | D            |
| 59.5-62.4       | 625-655       | D-           |
| 59.4% and below | 654 and below | F            |

WEEKS PREPARING FOR A SPEECH

WEEKS PRESENTING A SPEECH

Schedule of Assignment due dates Week 2-12\*

| Assignment           | Due Date          | Assignment                  | Due Date  |
|----------------------|-------------------|-----------------------------|---|
| Discussion Post      | Wednesday 11:59pm | Speech Presentation on Zoom | Tuesday<br>See Zoom signup assignment in <a href="#">Week 1 Module</a> for days and times |
| Rough Speech Outline | Thursday 11:59pm  | Discussion Post             | Wednesday 11:59pm   |
| Quiz                 | Friday 11:59pm    | Quiz                        | Friday 11:59pm  |
| Discussion Replies   | Saturday 11:59pm  | Discussion Replies          | Saturday 11:59pm  |
| Final Speech Outline | Sunday 11:59pm    | Written Self-Evaluation     | Sunday 11:59pm  |

\*(Chart does not reflect late due dates, Week 1 due dates may differ)

weekly schedule of activities and assignments

| TENTATIVE COURSE CALENDAR  |   |              |  |       |
|--|---|--------------|--|-------|
| <b>Any changes to the course schedule will be sent via Canvas announcements.</b> |   |              |  |       |
| <b>Assignments in bold font.</b>   |   |              |  |       |
| <b>ZOOM ASSIGNMENTS IN ALL CAPS</b>  |   |              |  |       |
| Date   | Topic   | Textbk       | Assignment(s) due  | SLO   |
| Week 1<br>1/6  | <ul style="list-style-type: none"> <li>Introduction to the course</li> <li>Preparing for the Personal Narrative Speech</li> </ul> | Ch 1<br>Ch 2 | <ul style="list-style-type: none"> <li><b>Online discussion:</b> Preparing for the Personal Narrative Speech (20pts)</li> <li><b>Outline:</b> Personal Narrative Speech (10 pts)</li> <li><b>Week 1 Quiz</b> (10 pts)</li> <li></li> </ul> | SLO 1 |

|                |  |                |   |              |
|----------------|--|----------------|---|--------------|
| Week 2<br>1/13 | <ul style="list-style-type: none"> <li>Presenting the Personal Narrative Speech</li> <li>Self and peer evaluation on speeches</li> </ul> | Ch 11<br>Ch 12 | <ul style="list-style-type: none"> <li><b>PERSONAL NARRATIVE PRESENTATIONS on Zoom</b> (20 pts)</li> <li><b>Online discussion:</b> Self-reflection for personal narrative speech (20 pts)</li> <li><b>Week 2 Quiz</b> (10 pts)</li> <li><b>Written self-evaluation:</b> Personal Narrative Speech (10 pts)</li> <li><b>Zoom speech signups</b> (5 pts)</li> </ul> | SLO<br>1,2,3 |
| Week 3<br>1/20 | <ul style="list-style-type: none"> <li>Preparing for the Informative Speech</li> </ul>   | Ch 8<br>Ch 15  | <ul style="list-style-type: none"> <li><b>Online discussion:</b> Preparing for the Informative Speech (20 pts)</li> <li><b>Rough Outline:</b> Informative Speech (10 pts)</li> <li><b>Week 3 Quiz</b> (10 pts)</li> <li><b>Final Outline:</b> Informative Speech (10 pts)</li> </ul>  | SLO<br>1,4   |
| Week 4<br>1/27 | <ul style="list-style-type: none"> <li>Presenting the Informative Speech</li> <li>Self and peer evaluation on speeches</li> </ul>        | Ch 5<br>Ch 9   | <ul style="list-style-type: none"> <li><b>INFORMATIVE PRESENTATIONS on Zoom</b> (100 pts)</li> <li><b>Online discussion:</b> Self-reflection and peer reviews for Informative speech (20 pts)</li> <li><b>Week 4 Quiz</b> (10 pts)</li> <li><b>Written self-evaluation:</b> Informative Speech (10 pts)</li> </ul>  | SLO<br>1,2,3 |
| Week 5<br>2/3  | <ul style="list-style-type: none"> <li>Preparing for the Demonstration Speech</li> </ul>   | Ch 4<br>Ch 13  | <ul style="list-style-type: none"> <li><b>Online discussion:</b> Preparing for the Demonstration Speech (20 pts)</li> <li><b>Rough Outline:</b> Demonstration Speech (10 pts)</li> <li><b>Week 5 Quiz</b> (10 pts)</li> <li><b>Final Outline:</b> Demonstration Speech (10 pts)</li> </ul>  | SLO<br>1,4   |
| Week 6<br>2/10 | <ul style="list-style-type: none"> <li>Presenting the Demonstration Speech</li> </ul>  | Ch 3<br>Ch 7   | <ul style="list-style-type: none"> <li><b>DEMONSTRATION PRESENTATIONS on Zoom</b> (125 pts)</li> <li><b>Online discussion:</b> Self-reflection and peer reviews for Demonstration speech (20 pts)</li> <li><b>Week 6 Quiz</b> (10 pts)</li> </ul>   | SLO<br>1,2,3 |

|                 |  |               |  |              |
|-----------------|--|---------------|--|--------------|
|                 | <ul style="list-style-type: none"> <li>• Self and peer evaluation on speeches</li> </ul>   |               | <ul style="list-style-type: none"> <li>• <b>Written self-evaluation:</b> Demonstration Speech (10 pts)</li> </ul>  |              |
| Week 7<br>2/17  | <ul style="list-style-type: none"> <li>• Preparing for the Persuasive Speech</li> </ul>  | Ch 6<br>Ch 16 | <ul style="list-style-type: none"> <li>• <b>Online discussion:</b> Preparing for the Persuasive Speech (20 pts)</li> <li>• <b>Rough Outline:</b> Persuasive Speech (10 pts)</li> <li>• <b>Week 7 Quiz</b> (10 pts)</li> <li>• <b>Final Outline:</b> Persuasive Speech (10 pts)</li> </ul>  | SLO<br>1,4   |
| Week 8<br>2/24  | <ul style="list-style-type: none"> <li>• Presenting the Persuasive Speech</li> <li>• Self and peer evaluation on speeches</li> </ul>   | Ch 14         | <ul style="list-style-type: none"> <li>• <b>PERSUASIVE PRESENTATIONS</b> on Zoom (150 pts)</li> <li>• <b>Week 8 Quiz</b> (10 pts)</li> <li>• <b>Online discussion:</b> Self-reflection and peer reviews for Persuasive speech (20 pts)</li> <li>• <b>Online discussion:</b> Extra Credit (20 pts)</li> <li>• <b>Written self-evaluation:</b> Persuasive Speech (10 pts)</li> </ul> | SLO<br>1,4   |
| Week 9<br>3/3   | <ul style="list-style-type: none"> <li>• Preparing for the Motivational Speech</li> </ul>  | Ch 17         | <ul style="list-style-type: none"> <li>• <b>Online discussion:</b> Preparing for the Motivational Speech (20 pts)</li> <li>• <b>Rough Outline:</b> Motivational Speech (10 pts)</li> <li>• <b>Week 9 Quiz</b> (10 pts)</li> <li>• <b>Final Outline:</b> Motivational Speech (10 pts)</li> </ul>  | SLO<br>1,2,3 |
| Week 10<br>3/10 | <ul style="list-style-type: none"> <li>• Presenting the Motivational Speech</li> <li>• Self and peer evaluation on speeches</li> </ul> | Ch 18         | <ul style="list-style-type: none"> <li>• <b>MOTIVATIONAL PRESENTATIONS on Zoom</b> (150 pts)</li> <li>• <b>Online discussion:</b> Self-reflection and peer reviews for Motivational speech (20 pts)</li> <li>• <b>Week 10 Quiz</b> (10 pts)</li> <li>• <b>Written self-evaluation:</b> Motivational Speech (10 pts)</li> </ul>   | SLO<br>1,4   |
| Week 11<br>3/17 | <ul style="list-style-type: none"> <li>• Extra Credit</li> <li>• Speech makeups</li> </ul>   | Ch 10         | <ul style="list-style-type: none"> <li>• <b>Tribute Speech</b> submitted as a recording (optional extra credit- 20 pts)</li> <li>• <b>Week 11 Quiz</b> (10 pts)</li> </ul>   | SLO<br>1,2,3 |



|                 |   |  |  |          |
|-----------------|---|--|--|----------|
|                 |   |  | <ul style="list-style-type: none"> <li>• <b>Speech Makeups</b> (if can meet minimum audience size requirements)</li> </ul>                     |          |
| Week 12<br>3/24 | <ul style="list-style-type: none"> <li>• Self-Reflection</li> </ul> |  | <ul style="list-style-type: none"> <li>• <b>Online discussion:</b> Lessons Learned (20 pts)</li> <li>• <b>Week 12 Quiz</b> (10 pts)</li> </ul> | SLO<br>1 |