

DATA INFORMATION SHEET

Name: \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Local Address \_\_\_\_\_

Local Phone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_ @ \_\_\_\_\_

Please list any previous public speaking courses taken. (NOTE COMS 103 or equivalent must have been taken prior to enrolling in this course.)

Do you have experience public speaking? If Yes, what have you done?

Please list hobbies, extracurricular activities and interests.

Please list your specific goals for improving your public speaking.

How do you anticipate applying the knowledge in this course in your major or career?

I have read the syllabus and am familiar with the work that will be required throughout the course. I know what my responsibilities as a student are in this course and will fulfill my end of the agreement to the best of my ability.

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Signature

Date

## Policy on Originality of Student Work

All written and/or oral work submitted for credit must be the product of each student's individual effort. The learning process involves making one's own mistakes, then discovering the principles involved and the way to avoid similar mistakes in the future. Information assistance, such as asking another student to review your work and make constructive suggestions about its structure and/or content, proofread a paper for typographical error, or time a speech to ensure that it conforms to limits set for the formal presentation, is an acceptable part of the process of preparing a piece of original work for final evaluation. However, any substantive help you receive, which involves having another write or rewrite you paper or speech, frustrates the learning process. This is a form of cheating and is subject to strict penalty—a reduction in the course grade or in more flagrant cases, failure in the course.

*Plagiarism* is a term that refers to the use of all or part of someone else's work, or a paraphrase of that work, as one's own. As is the case with other forms of cheating, plagiarism comes with serious penalties. That is not to say, of course, that a writer or speaker must avoid using the words and ideas of others when appropriate. But all such uses, whether directly quoted or paraphrased, must be acknowledged by an informal reference in the discourse (“as Ted Dekker says in his novel *Three...*”) or a formal citation in the text. It is not necessary, however, to cite references to well-known Biblical phrases, familiar tags of poetry or oratory, or readily available information even though it may be new to you. For instance, the names of Columbus' ships are commonly known and thus would not require a citation. If in doubt about when a citation is necessary, consult you instructor.

Although it may not seem obvious, the various forms of cheating, including plagiarism, bear unmistakable marks, such as stylistic variations, which distinguish them from the student's usual work. In order to avoid the inevitable embarrassment and penalties to which cheating leads, it is wise to decide at the outset of your quarter in COMS 403, Advanced Presentations, to credit all sources appropriately and to compose your own speeches and papers.

Plagiarism is one form of academic misconduct. Penalties for academic misconduct are outlined in the University Catalog. You should familiarize yourself with the Ohio University regulations.

I have read this information and understand what plagiarism involves, as well as the penalties associated with it.

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Name	Date
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This statement is a paraphrase of Karla Jensen's plagiarism statement in *Public Speaking Competence: Theory & Practice*.

**Syllabus**  
**Advanced Public Speaking**  
COMS 403  
TR 10:00-12:00

*A good speaker says what he or she has to say and then sits down. So it's wise to know what you are going to say, so you know when you've said it. – Bob Hope*

**Course Professor:** Jason S. Wrench, Ed. D. Office: 357

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Course Web Page:

<http://www.roadspeakers.com/jwrench/courses/403>

**COURSE DESCRIPTION**

This course will build on the knowledge and skills developed in COMS 103. Students will learn how to make presentations that require extensive research, longer presentation times, and/or adaptation to diverse audiences. Particular attention will be given to developing competence with presentation technology.

**Course Assumption**

The following assumptions are made regarding your preparation for being in the course:

- You have completed a course in basic public speaking (COMS 103 or equivalent) where you have learned the fundamentals of speech outlining, preparation, delivery, and evaluation

**Expectations**

- You will help your classmates as they seek to improve their public speaking skills.
- You will engage in a workshop atmosphere where the majority of time will be spent preparing to speak or giving presentations.
- Attendance is expected on all presentation days when you are not personally speaking.
- All readings and work will be completed prior to coming to class.
- A positive atmosphere conducive to learning and skill development will be fostered.

**Course Objectives**

The following objectives will guide us for the next 10 weeks:

- Identify several public skills that you would like to develop or improve, and work individually and with others to reach those goals.
- Develop competency with various forms of delivery (i.e., manuscript, mediated, and extemporaneous).
- Prepare and present various types of presentations.
- Become comfortable giving impromptu presentations.
- Learn how to evaluate public presentations.
- Learn how the professional field of public speaking works.

**Required Texts:**

Walters, L. (1993). *Secrets of successful speakers: How you can motivate, captivate, & persuade*. New York: McGraw-Hill.

Walters, L. (2000). *Secrets of superstar speakers: Wisdom from the greatest motivators of our time*. New York: McGraw-Hill.

Walters, D., & Walters, L. (2002). *Speak and grow rich* (3<sup>rd</sup> Ed.). Upper Saddle River, NJ: Prentice Hall.

**Recommended:**

Walters, L. (1995). *What to say when...you're dying on the platform: A complete resource for speakers, trainers, and executives*. New York: McGraw-Hill.

**Required Workbook:**

Wrench, J. S. (2007). *Advanced presentational speaking workbook*. St. Clairsville, OH: Ohio University Eastern.

**Important Websites:**

American Psychological Association’s Style website - <http://www.apastyle.org>

National Communication Association – <http://www.natcom.org>

Eastern Communication Association – <http://www.ecasite.com>

International Communication Association – <http://www.icahdq.org/>

James C. McCroskey, Ed. D. - <http://www.jamescmcroskey.com/>

Jason S. Wrench, Ed. D. - <http://www.jasonswrench.com/>

Lilly Walters - <http://www.paidpublicspeaking.com/>

Dotty Walters - <http://speakandgrowrich.com/>

Walters International Speakers Bureau - <http://www.walters-intl.com/>

National Speakers Association - <http://www.nsaspeaker.org/>

International Federation for Professional Speakers - <http://www.hospitalitydoctor.com>

Christian Leaders, Authors, and Speaker Services (CLASS) - <http://www.classservices.com/>

Tom Antion - <http://www.antion.com/>

Burt Dubin - <http://www.dubinspeak.com/>

Mark Victor Hanesen - <http://www.markvictorhansen.com/>

**GRADING**

Final grades in this course will be based on the following:

GRADE	PERCENTAGE
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79

C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

## ASSIGNMENTS

( % of points)

- Speeches

Advanced Informative

(10) \_\_\_\_\_

Advanced Persuasive

(15) \_\_\_\_\_

Sales

(20) \_\_\_\_\_

Impromptu

(10) \_\_\_\_\_

After Dinner

(25) \_\_\_\_\_

- Professional Portfolio

(10) \_\_\_\_\_

- Class Participation & In-class activities

(10) \_\_\_\_\_

- Extra Credit

(X) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

- You should monitor your own grades. It is very helpful to know your standing in the course at any time during the quarter. Since the passing of the Buckley Amendment by Congress, I am not allowed to give grades over the phone or Internet. However, you may inquire about your grades at anytime in person. Additionally, you may inquire in person about your final exam grade after you have received your quarter grade reports through the mail from the university.

## Course Procedures

### *Attendance*

Punctual attendance is expected at all class sessions, *especially* on speech days. If you participate in University sponsored activities (e.g., intercollegiate sports), you must inform your instructor ***before*** you are absent. Ohio University policy regarding attendance will be followed. Students are responsible for all missed work.

### *Learning Activities*

In-class learning activities must be submitted on time and **cannot** be made up at all.

### *Speeches*

Do not schedule yourself to give a speech if you know you will not be there on that day. Makeup speeches will only be allowed in emergency situations that are clearly documented.

*Extra Credit* is not guaranteed in this course, but if opportunities arise they will be announced in class.

### **ACADEMIC INTEGRITY**

Honesty and originality are expected in all the work you present in this class. Proper citation and documentation of others' work is required on all oral and written assignments. Plagiarism, cheating, or unethical behavior of any kind will not be tolerated.

### **AMERICAN WITH DISABILITIES ACT**

Any student, who, because of a disability, may require some special arrangements as prescribed by Ohio University Eastern in order to meet course requirements should contact me as soon as possible to make necessary accommodations. Accommodations will be made, but I must be aware of your needs in order to make proper accommodations.

### **COURSE SCHEDULE**

Please note the schedule given on the first day of class is a tentative schedule and changes can be made at the instructor's/course administrator's discretion. To keep on top of any possible changes in the course schedule, regular attendance in class is necessary.

### **READINGS**

While there is a lot to read in this class, the books are interesting and easy to read, so readings that are assigned should be read before you come to class.

## Course Schedule

Week Of	Tuesday	Thursday	Assignments Due This Week
1/1/07	No Class	Introduction & Reviewing Basics	
READING			
1/8/07	Impromptu Speaking	Putting Together The Speech	
READING	SSS: Chapter 1 SOSS: Steps 1, 2, & 3	SOSS: Steps 4, 5, 6, & 7 SGR: 5 & 3	
1/15/07	Advanced Informative	Advanced Informative	Advanced Informative Speeches
READING	No Reading	No Reading	
1/22/07	Visual Aids and PowerPoint	Super Speaker Qualities	
READING	Read PowerPoint Handout	SSS: Chapters 5 & 6 SOSS: Step 8 & 11 SGR: 1	
1/29/07	Advanced Persuasive	Advanced Persuasive	Advanced Persuasive
READING	No Reading	No Reading	
2/5/07	Connecting with an Audience	Importance of Humor	
READING	SSS: Chapter 7 SOSS: Step 10		
2/12/07	Sales Speech	Sales Speech	
READING	No Reading	No Reading	
2/19/07	Creating Humor in Speeches	Impromptu Speeches	Impromptu Speeches
READING			
2/26/07	How to Motivate and Captivate	Speaking as an Industry - Day 1	
READING	SOSS: Step 9 SSS: Chapters 2, 3, & 4	SGR: 2, 4, 6, 7 & 8	
3/5/07	Speaking as an Industry - Day 2	After Dinner Speeches	After Dinner Speeches
READING	SGR: 9, 10, 11, & 12	No Reading	

Final – Tuesday March 13<sup>th</sup> 1-3

SOSS = Secretes of Successful Speakers

SSS = Secretes of Superstar Speakers

SGR = Speak and Grow Rich

## Advanced Informative

Speaker:

Time Limit: 5-7 minutes

Topic:

Length of Speech:

Speech Criteria:	SD = Strongly Disagree D = Disagree N = Neutral A = Agree SA = Strongly Agree N/A = Not Applicable					
	SD	D	N	A	SA	N/A
<b>I. Introduction</b>						
A. Speaker Captured Attention						
B. Speaker Clearly Stated Her/His Thesis						
C. Speaker Related Topic to Audience						
D. Speaker Espoused Her/His Credibility						
D. Speaker Previewed Her/His Main Points						
E. Speaker Clearly Transitioned to the Body of the Speech						
<b>II. Body of Speech</b>						
A. Speaker's First Point is Logical and Well Developed						
B. Speaker's Second Point is Logical and Well Developed						
C. Speaker's Third Point is Logical and Well Developed						
D. Speaker Uses Timely and Relevant Supporting Materials						
E. Speaker Accurately Cites All Sources Internally						
F. Speaker has Good Transitions between the Points						
<b>III. Conclusion</b>						
A. Speaker Restates Her or His Thesis						
B. Speaker Summarizes the Main Points from the Speech						
C. Speaker Ends Her or His Speech with a Memorable Thought						
<b>IV. Delivery</b>						
<b>A. Speaker Had Appropriate Vocalics</b>						
1. Speaker's Word Choice Was Good						
2. Speaker Was Very Articulate						
3. Speaker Had an Appropriate Rate						
4. Speaker Was Not Monotone						
5. Speaker Had No Verbal Surrogates						
<b>B. Speaker Had Appropriate Nonverbal Behavior</b>						
1. Speaker Effectively Gestured						
2. Speaker Moved Around						



3. Speaker Did not Hide Behind Objects						
4. Speaker Had Good Posture						
5. Speaker Had Good Facial Expressions						
6. Speaker Maintained Good Eye Contact						
C. Visual Aids						
1. Speaker Appropriately Used Visual Aids						
2. Visual Aids Were Clearly Seen from the Audience						
3. Visual Aids Were Aesthetically Pleasing						
4. Visual Aids Added to the Presentation						
V. Outline						
A. Speaker Handed in an Outline						
B. Outline Included 6 references						
C. Outline Followed the Rules for Numeration and Indentation						
D. Outline Was Typed						
E. Outline Clearly Followed the Actual Speech						

**Comments**

Major Strengths:

Areas Needing Improvement:

Suggested Goals for Next Speech:

Overall Evaluation:

Total Points/Grade:

## Advanced Persuasive

Speaker: \_\_\_\_\_

Time Limit: 6-8 minutes

Topic: \_\_\_\_\_

Length of Speech: \_\_\_\_\_

Speech Criteria:	SD = Strongly Disagree D = Disagree N = Neutral A = Agree SA = Strongly Agree N/A = Not Applicable					
	SD	D	N	A	SA	N/A
<b>I. Introduction</b>						
A. Speaker Captured Attention						
B. Speaker Clearly Stated Her/His Thesis						
C. Speaker Related Topic to Audience						
D. Speaker Espoused Her/His Credibility						
D. Speaker Previewed Her/His Main Points						
E. Speaker Clearly Transitioned to the Body of the Speech						
<b>II. Body of Speech</b>						
A. Speaker's First Point is Logical and Well Developed						
B. Speaker's Second Point is Logical and Well Developed						
C. Speaker's Third Point is Logical and Well Developed						
D. Speaker Uses Timely and Relevant Supporting Materials						
E. Speaker Accurately Cites All Sources Internally						
F. Speaker has Good Transitions between the Points						
<b>III. Conclusion</b>						
A. Speaker Restates Her or His Thesis						
B. Speaker Summarizes the Main Points from the Speech						
C. Speaker Ends Her or His Speech with a Memorable Thought						
<b>IV. Delivery</b>						
<b>A. Speaker Had Appropriate Vocalics</b>						
1. Speaker's Word Choice Was Good						
2. Speaker Was Very Articulate						
3. Speaker Had an Appropriate Rate						
4. Speaker Was Not Monotone						
5. Speaker Had No Verbal Surrogates						
<b>B. Speaker Had Appropriate Nonverbal Behavior</b>						
1. Speaker Effectively Gestured						
2. Speaker Moved Around						

3. Speaker Did not Hide Behind Objects							
4. Speaker Had Good Posture							
5. Speaker Had Good Facial Expressions							
6. Speaker Maintained Good Eye Contact							
C. Visual Aids							
1. Speaker Appropriately Used Visual Aids							
2. Visual Aids Were Clearly Seen from the Audience							
3. Visual Aids Were Aesthetically Pleasing							
4. Visual Aids Added to the Presentation							
V. Persuasive Appeal							
A. Speech was Clearly Persuasive							
B. Persuasive Appeal was Logical							
C. Immediate Call to Action							
VI. Outline							
A. Speaker Handed in an Outline							
B. Outline Included 7 references							
C. Outline Followed the Rules for Numeration and Indentation							
D. Outline Was Typed							
E. Outline Clearly Followed the Actual Speech							

**Comments**

Major Strengths:

Areas Needing Improvement:

Suggested Goals for Next Speech:

Overall Evaluation:

Total Points/Grade:

## Sales Speech

Speaker: \_\_\_\_\_

Time Limit: 6-8 minutes

Topic: \_\_\_\_\_

Length of Speech: \_\_\_\_\_

Speech Criteria:	SD = Strongly Disagree D = Disagree N = Neutral A = Agree SA = Strongly Agree N/A = Not Applicable					
	SD	D	N	A	SA	N/A
<b>I. Introduction</b>						
A. Speaker Captured Attention						
B. Speaker Clearly Stated Her/His Thesis						
C. Speaker Related Topic to Audience						
D. Speaker Espoused Her/His Credibility						
D. Speaker Previewed Her/His Main Points						
E. Speaker Clearly Transitioned to the Body of the Speech						
<b>II. Body of Speech</b>						
A. Speaker's First Point is Logical and Well Developed						
B. Speaker's Second Point is Logical and Well Developed						
C. Speaker's Third Point is Logical and Well Developed						
D. Speaker Uses Timely and Relevant Supporting Materials						
E. Speaker Accurately Cites All Sources Internally						
F. Speaker has Good Transitions between the Points						
<b>III. Conclusion</b>						
A. Speaker Restates Her or His Thesis						
B. Speaker Summarizes the Main Points from the Speech						
C. Speaker Ends Her or His Speech with a Memorable Thought						
<b>IV. Delivery</b>						
<b>A. Speaker Had Appropriate Vocalics</b>						
1. Speaker's Word Choice Was Good						
2. Speaker Was Very Articulate						
3. Speaker Had an Appropriate Rate						
4. Speaker Was Not Monotone						
5. Speaker Had No Verbal Surrogates						
<b>B. Speaker Had Appropriate Nonverbal Behavior</b>						
1. Speaker Effectively Gestured						
2. Speaker Moved Around						

3. Speaker Did not Hide Behind Objects							
4. Speaker Had Good Posture							
5. Speaker Had Good Facial Expressions							
6. Speaker Maintained Good Eye Contact							
<b>C. PowerPoint</b>							
1. Speaker Appropriately Used PowerPoint							
2. PowerPoint Was Clearly Seen from the Audience							
3. PowerPoint Was Aesthetically Pleasing							
4. PowerPoint Added to the Presentation							
<b>V. Persuasive Appeal</b>							
A. Speech was Clearly Persuasive							
B. Persuasive Appeal was Logical							
C. Immediate Call to Action							
<b>VI. Outline</b>							
A. Speaker Handed in an Outline							
B. Outline Included 7 references							
C. Outline Followed the Rules for Numeration and Indentation							
D. Outline Was Typed							
E. Outline Clearly Followed the Actual Speech							

**Comments**

Major Strengths:

Areas Needing Improvement:

Suggested Goals for Next Speech:

Overall Evaluation:

Total Points/Grade:

**Impromptu Speech**

Speaker:

Time Limit: 1-2 minutes of prep time followed by a 3-5 minutes speech.

Topic:

Length of Speech:

Speech Criteria:	SD = Strongly Disagree D = Disagree N = Neutral A = Agree SA = Strongly Agree N/A = Not Applicable					
	SD	D	N	A	SA	N/A
<b>I. Prep Time</b>						
A. Speaker Kept Under 2 Minutes of Prep Time						
B. Speaker Correctly Analyzed the Quotation						
<b>II. Introduction</b>						
A. Speaker Captured Attention						
B. Speaker Clearly Stated Her/His Thesis						
C. Speaker Related Topic to Audience						
D. Speaker Espoused Her/His Credibility						
D. Speaker Previewed Her/His Main Points						
E. Speaker Clearly Transitioned to the Body of the Speech						
<b>III. Body of Speech</b>						
A. Speaker's First Point is Logical and Well Developed						
B. Speaker's Second Point is Logical and Well Developed						
C. Speaker's Third Point is Logical and Well Developed						
F. Speaker has Good Transitions between the Points						
<b>IV. Conclusion</b>						
A. Speaker Restates Her or His Thesis						
B. Speaker Summarizes the Main Points from the Speech						
C. Speaker Ends Her or His Speech with a Memorable Thought						
<b>V. Delivery</b>						
A. Speaker Had Appropriate Vocalics						
1. Speaker's Word Choice Was Good						
2. Speaker Was Very Articulate						
3. Speaker Had an Appropriate Rate						
4. Speaker Was Not Monotone						
5. Speaker Had No Verbal Surrogates						
B. Speaker Had Appropriate Nonverbal Behavior						

1. Speaker Effectively Gestured						
2. Speaker Moved Around						
3. Speaker Did not Hide Behind Objects						
4. Speaker Had Good Posture						
5. Speaker Had Good Facial Expressions						
6. Speaker Maintained Good Eye Contact						
V. Persuasive Appeal (If Persuasive)						
A. Speech was Clearly Persuasive						
B. Persuasive Appeal was Logical						
C. Immediate Call to Action						

**Comments**

Major Strengths:

Areas Needing Improvement:

Suggested Goals for Next Speech:

Overall Evaluation:

Total Points/Grade:

## After Dinner Speech

Speaker: \_\_\_\_\_

Time Limit: 8-10 minutes

Topic: \_\_\_\_\_

Length of Speech: \_\_\_\_\_

Speech Criteria:	SD = Strongly Disagree D = Disagree N = Neutral A = Agree SA = Strongly Agree N/A = Not Applicable					
	SD	D	N	A	SA	N/A
<b>I. Introduction</b>						
A. Speaker Captured Attention						
B. Speaker Clearly Stated Her/His Thesis						
C. Speaker Related Topic to Audience						
D. Speaker Espoused Her/His Credibility						
D. Speaker Previewed Her/His Main Points						
E. Speaker Clearly Transitioned to the Body of the Speech						
<b>II. Body of Speech</b>						
A. Speaker's First Point is Logical and Well Developed						
B. Speaker's Second Point is Logical and Well Developed						
C. Speaker's Third Point is Logical and Well Developed						
D. Speaker Uses Timely and Relevant Supporting Materials						
E. Speaker Accurately Cites All Sources Internally						
F. Speaker has Good Transitions between the Points						
<b>III. Conclusion</b>						
A. Speaker Restates Her or His Thesis						
B. Speaker Summarizes the Main Points from the Speech						
C. Speaker Ends Her or His Speech with a Memorable Thought						
<b>IV. Delivery</b>						
<b>A. Speaker Had Appropriate Vocalics</b>						
1. Speaker's Word Choice Was Good						
2. Speaker Was Very Articulate						
3. Speaker Had an Appropriate Rate						
4. Speaker Was Not Monotone						
5. Speaker Had No Verbal Surrogates						
<b>B. Speaker Had Appropriate Nonverbal Behavior</b>						
1. Speaker Effectively Gestured						
2. Speaker Moved Around						



3. Speaker Did not Hide Behind Objects							
4. Speaker Had Good Posture							
5. Speaker Had Good Facial Expressions							
6. Speaker Maintained Good Eye Contact							
C. Visual Aids (If Used)							
1. Speaker Appropriately Used Visual Aids							
2. Visual Aids Were Clearly Seen from the Audience							
3. Visual Aids Were Aesthetically Pleasing							
4. Visual Aids Added to the Presentation							
V. Persuasive Appeal (If Persuasive)							
A. Speech was Clearly Persuasive							
B. Persuasive Appeal was Logical							
C. Immediate Call to Action							
VI. Outline							
A. Speaker Handed in an Outline							
B. Outline Included 8 references							
C. Outline Followed the Rules for Numeration and Indentation							
D. Outline Was Typed							
E. Outline Clearly Followed the Actual Speech							
VII. Use of Humor							
A. Humor was Appropriate for Audience							
B. Humor was Delivered Appropriately							
C. Humor was Not Distracting from Overall Speech							
D. Humor Enhanced the Speech's Message							
E. Humor Made Me Laugh							

### Comments

Major Strengths:

Areas Needing Improvement:

Suggested Goals for Next Speech:

Overall Evaluation:

Total Points/Grade: