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Speech Class Syllabus (No Textbook)

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Speech Class Syllabus

Norman Kagan

"Students remember 20% of what you tell them, and 80% of what they do" – Education School Saying

"I learned to speak as men learned to skate or cycle, by doggedly making a fool of myself until I got used to it." – George Bernard Shaw

"I hear and I forget. I see and I remember. I do and I understand." – Confucius (attributed)

MOTIVATION: WHY A SPEECH CLASS?

Speech is the most basic skill, central to career, social life and personal/private life.

Career: Job interview, communicating, supervising, motivating, "selling"

Social Life: Groups (clubs, church, etc.), friends (activities), social tasks

Personal/Private Life: Family relationships, intimate/romantic life

U.S. is an "influence society." We influence via speech versus money, talent, appearance, etc.

Effective Speech Payoffs: Interpersonal connections, fulfilled life.

CLASS BASICS

You may contact the instructor before or after class, or by e-mail.

You must deliver all assigned speeches and keep up with the class if absent.

Attend all classes. Outline, rehearse and time your speeches with a listener. Listen to and learn from your classmates' speeches. If you do not understand something, see the instructor.

There will be a mid-term and final exam. Students will be graded on speeches and tests.

Student Learning Outcomes (i.e., "Students will be able to....")

1. Communicate effectively in English
2. Master non-verbal communication
3. Perform library research
4. Organize material
5. Speak extemporaneously
6. Use audio and visual aids
7. Control stage fright
8. Participate as an "active listener"
9. Evaluate personal work and the work of others
10. Work cooperatively in pairs and groups, including interviews

Outline of Topics

1. Introduction
2. Speaker & Audience
3. Topic Development
4. Research
5. Speech Organization
6. Speech Support
7. Persuasion
8. Classes, group work, team projects.
9. Presentation/Negotiation
10. Job Interview/Salary Negotiation Skills
11. Committee Skills
12. Listening Skills
13. Open

Classes, Group Work, Team Projects: Teamwork; negotiating, oral communication; learning to take and give directions; taking responsibility; problem-solving, listening, working with people of various backgrounds; dealing with differences in opinion; relationship development; sharing knowledge.

Oral Presentation: Speaking in public; persuading and influencing others, aking a case; managing time; presenting; using audiovisual aids; planning, sharing knowledge; adapting your communication style.

Required Text: No textbook

Evaluation and Requirements of Students:

Attendance and participation	10%
Exams	30%
Short assignments	25%
Informative speech with outline	15%
Persuasive speech with outline	20%

INSTRUCTOR

NORMAN KAGAN, B.A., M.F.A. (Columbia University) has taught Speech for several years at BMCC. He has also taught Cinema, Mass Media, Creative Writing and other subjects at the New School and elsewhere. He has been a film/tv writer-producer and director for Group W Television, Scholastic Entertainment, and the U.S. Information Agency's Science Report on 600 television stations worldwide. He has published eight books on film.