

## **Speech and Communication Class**

### **I. Class Description:**

This class provides students with an introduction to the field of communication as well as experience speaking in front of an audience. Students will learn to use language to develop a professional demeanor. Students will prepare and perform speeches, critique speeches, analyze famous speeches, and use the textbook *Public Speaking: Concepts and Skills for a Diverse Society* to learn about communication.

### **II. Materials:**

Students need to bring all materials and the textbook to class every day. Students need to bring the following materials for Friday, August 29<sup>th</sup>. They will receive a homework grade for having all of their materials on this date.

- A. three-ring binder, loose leaf paper, and a small three-hole punch
- OR
- 1 notebook and 1 folder
- B. blue or black pens

### **III. Class Rules:**

The rules of this class are simple. They are: respect, listen and be prepared. Being prepared includes being on time and having all materials. If students are tardy, they will receive an immediate detention.

### **IV. Class Activities:**

Students will be required to do the following types of activities in class:

- A. Write and perform speeches.
- B. Critique and practice speeches.
- C. Work in small discussion groups.
- D. Conduct interviews.
- E. Research in the library.
- F. Write reflection papers.
- G. Take tests and quizzes.
- H. Complete homework and class work.
- I. Read the textbook and take notes.
- J. Record speeches.

### **V. Make-up Work and Extra Help:**

- A. If students are absent, they should ask fellow students what was missed. If they need more assistance, they may come after school to speak with Ms. Jepsen.
- B. If students are absent on the day of a test or, quiz, or speech, they will do the assignment the day they return to class.
- C. Any homework handed in late will lose 50% for each day it is late.
- D. Any speech or large project performed or handed in late will lose one grade for each day it is late.
- E. Students are encouraged to come after school for more help if needed.

**VI. List of Possible Speeches:**

- A. Stand Up
- B. Introduce a Classmate
- C. Definition or Description
- D. Demonstration or Process
- E. Social Ritual
- F. Persuasive
- G. Sales

**VII. Grading:**

- A. Each quarter's grade follows this breakdown:
  - 1. Homework 10%
  - 2. Tests and Quizzes 40%
  - 3. Speeches 50%