



Course Number, Title and Credits

COMU 101 - Public Speaking I - 3 credits

Course Description

The primary goal of COMU 101 is to provide students with the opportunity to improve their public speaking skills in the areas of preparation and delivery. The method of speaking emphasized is extemporaneous. Though public speaking is the primary focus of the course, other issues of communication, such as written, interpersonal and group, are also discussed. In addition, students will learn to be more critical consumers of communication.

Course Learning Outcomes

By the end of this course, students should be able to:

1. Understand the communication process through invention, organization, drafting, revision, editing and presentation of different speeches.
2. Apply basic patterns used in public speaking – composition, organization, speaker, subject, occasion, and audience analysis – in the development of oral presentations and argument.
3. Design and deliver, in an extemporaneous manner, well-researched and documented speeches that effectively inform, persuade and commemorate.
4. Construct effective speech outlines incorporating a thesis statement and specific purpose.
5. Evaluate research and other supporting materials to enhance speech effectiveness orally and in writing.
6. Apply verbal and nonverbal communication by effectively using space, body language, gestures, eye contact, vocal emphasis, modulation, and pacing.

Required Textbooks

Pocket Guide to Public Speaking, 5th edition, by Dan O’Hair, ISBN: 9781319087654, Mac Higher

Materials Needed: Microsoft Word and PowerPoint, Computer with Internet access

Letter Grade/Percentage Equivalents

Grades are determined on a straight-scale basis using the following scales.

A	94%-100%	A-	90%-93%	B+	87%-89%
B	84%-86%	B-	80%-83%	C+	77%-79%
C	74%-76%	C-	70%-73%	D+	67%-69%
D	64%-66%	D-	60% - 63%	F	59% and below

Methods of Evaluation for Determining Grades

Assignment Detail for Course:

Assignments	Possible Points
Self-Introduction Discussion	100
Informative Outline	100
Informative PowerPoint	50
Informative Presentation	150
Informative Presentation Reflection	25
Persuasive Outline	100
Persuasive PowerPoint	50
Persuasive Presentation	200
Persuasive Reflection	25
Quizzes (10 x 20)	200
Midterm Exam	100
Final Exam	100
Total Points Possible in Course	1200

Course Outline (Tentative):

Module	Topics&Assignments
Module 1	<ol style="list-style-type: none">1. Course Introduction2. Chapter 1 Becoming a Public Speaker3. Chapter 2 From A to Z: Overview of a Speech <p><u>Assignment: Self Introduction Discussion</u></p> <p><u>Quiz 1</u></p>
Module 2	<ol style="list-style-type: none">1. Chapter 3 Managing Speech Anxiety2. Chapter 4 Ethical Public Speaking3. Chapter 5 Listeners and Speakers4. Chapter 6 Analyzing the Audience <p><u>Quiz 2</u></p>
Module 3	<ol style="list-style-type: none">1. Chapter 7 Selecting a Topic and a Purpose2. Chapter 8 Developing Supporting Material3. MLA Lesson <p><u>Quiz 3</u></p>
Module 4	<ol style="list-style-type: none">1. Chapter 9 Finding Credible Sources in Print & Online2. Chapter 10 Citing Sources in Your Speech3. Chapter 11 Organizing the Body of the Speech4. Chapter 12 Selecting an Organizational Pattern5. Chapter 13 Outlining the Speech <p><u>Quiz 4</u></p>
Module 5	<ol style="list-style-type: none">1. Chapter 22 Informative Speaking <p><u>Midterm Exam (Chapters 1-13 and 22)</u></p>
Module 6	<ol style="list-style-type: none">1. Chapter 14 Developing the Introduction and Conclusion2. Chapter 15 Using Language3. Chapter 16 Methods of Delivery <p><u>Quiz 5</u></p>

Module 7	<ol style="list-style-type: none"> 1. Chapter 17 Your Voice in Delivery 2. Chapter 18 Your Body in Delivery 3. Chapter 19 Speaking with Presentation Aids 4. Chapter 20 Designing Presentation Aids 5. Chapter 21 Using Presentation Software 6. Informative Speech Information <p><u>Assignment: Informative Outline and PowerPoint</u></p> <p><u>Quiz 6</u></p>
Module 8	<ol style="list-style-type: none"> 1. Appendix C Preparing for TV and Radio Communication 2. Appendix D Tips for Non-Native Speakers of English <p><u>Assignment: Informative Video Presentation and Informative Speech Reflection</u></p> <p><u>Quiz 7</u></p>
Module 9	<ol style="list-style-type: none"> 1. Chapter 23 Principles of Persuasive Speaking 2. Chapter 24 Constructing Persuasive Speech 3. Persuasive Speech Information <p><u>Assignment: Persuasive Outline and PowerPoint</u></p> <p><u>Quiz 8</u></p>
Module 10	<ol style="list-style-type: none"> 1. Chapter 25 Speaking on Special Occasions 2. Chapter 26 Preparing Online Presentations 3. Persuasive Speech <p><u>Assignment: Persuasive Video Presentation</u></p> <p><u>Quiz 9</u></p>
Module 11	<ol style="list-style-type: none"> 1. Chapter 27 Communicating in Groups 2. Chapter 28 Delivering Group Presentations 3. Chapter 29 Business & Professional Presentations <p><u>Assignment: Persuasive Speech Reflection</u></p> <p><u>Quiz 10</u></p>
Module 12	<ol style="list-style-type: none"> 1. Chapter 30 Presentations Assigned across the Curriculum 2. Chapters 31-36 Speaking in Other College Courses

3. Interview and job selection (pg. 39)

Final Exam

Academic Integrity

The University of Massachusetts Global is an academic community based on the principles of honesty, trust, fairness, respect and responsibility. Academic integrity is a core University value, which ensures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers. The University expects that students will conduct themselves in an honest and ethical manner and respect the intellectual work of others.

Submitting to faculty work completed by the use of any artificial intelligence tool without permission and/or when prohibited by class policy. When faculty require the use of technology, including artificial intelligence, as a part of an assignment for the course, there is no violation. Students are reminded to consult syllabi, assignment sheets/rubrics, program documents and their faculty. Use of artificial intelligence, when permitted, must be correctly cited in the assignment.

The UMass Global online library provides resources to support research, proper citation styles, and the safe and responsible use of generative artificial intelligence or Gen AI.

- The [Academic Integrity and Plagiarism Avoidance](#) page provides guidance to help students better understand academic integrity and includes tips on how to avoid plagiarism.
- The [Citing Sources](#) page offers guidance on how to properly cite using APA, MLA, and Chicago styles.
- The [Artificial Intelligence Resource Guide for Students](#) provides advice for understanding and appropriately using generative artificial intelligence tools such as ChatGPT and Bard.

UMass Global's Office of Accessible Education

Students who require disability-related services or accommodations to access their educational experience can register with the Office of Accessible Education (OAE). The Office of Accessible Education (OAE) is committed to ensuring equal educational access and opportunity for all members of our academic community. Students will be provided equitable and reasonable accommodations and services that are in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA)/Americans with Disabilities Act Amendments Act of 2008 (ADAA). Registration with OAE is on a voluntary, self-identifying basis. Please visit the Office of Accessible Education (OAE) website for more information about how to register for services, eligibility requirements, and information about potential academic accommodations and services.

Our university is committed to ensuring equal access for all students. Let us know about any accessibility

barriers you encounter using any of our online systems or websites by submitting a [Feedback or Accessibility Concern Submission Form](#). We'll do our best to improve things and get you the information you need.

UMass Global's CARES Team

The CARES team is a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students, faculty/staff, and community members who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the university or its members.

Individuals may refer themselves or other community members of concern by emailing cares@umassglobal.edu or by filling out a referral form [here](#). The CARES Team provides short term assessment, intervention, support, and recommendations of resources to those referred and engaged in the process.

UMass Global's Title IX Statement

The University of Massachusetts Global strives to maintain and foster a climate that promotes respect and human dignity. Sexual misconduct and relationship violence in any form is antithetical to the university's mission and core values, violates university policies, and may also violate federal and state law. The office of Title IX is primarily concerned for students' safety and well-being and is tasked with investigating all reports of sexual misconduct experienced by our community members. Title IX prohibits sex-based and gender-based discrimination and harassment, which includes discrimination based on pregnancy and/or pregnancy-related complications, parental status, and marital status. Students expecting or experiencing pregnancy-related complications, that may require educational accommodations, should contact the University's Title IX Coordinator and/or the Office of Accessible Education.

The University and Title IX's prohibition of sex discrimination also covers sexual harassment, sexual violence, and any other form of sexual misconduct. We offer options and resources to all students affected by these issues and are committed to providing a fair, thorough, and prompt investigation and adjudication process. If you or someone you know has been impacted by sexual assault, dating, and domestic violence, stalking, or sexual exploitation, please visit the [University's Title IX Resource Page](#) to access additional resources and information.

UMass Global's staff and faculty are tasked with reporting any possible sex or gender-based discrimination or Title IX violations to the University's Title IX Coordinator at civilrightscomplaints@umassglobal.edu.

[Click on this Link to our University Title IX Policy](#)