Course Guidelines

Public Speaking

Mr. Graczyk

Public Speaking is a required course designed for students to acquire the skills which are necessary for effective communication. Conversation skills, the theory of speaking, small group interaction, and impromptu speaking are involved in this course.

“The brain starts working the moment you are born and never stops until you stand up and speak in public.” --Anonymous

Fact—a recent poll finds that public speaking is the #1 fear among Americans--- the #6 fear is death!

Having the ability to speak clearly and effectively pays off in every walk of life, from acing job interviews to working as the president of a successful corporation, to passing this class. The ability to write and deliver a speech also is of enormous value, partly because there aren’t a whole lot of people who can do it with any skill or grace.

Speeches

A. Will be of different lengths and will be required throughout the semester

B. Speeches will be evaluated in three basic areas: 1. Content 2. Organization 3. Delivery

C. Speeches of different types will be attempted: 1. Informative 2. Persuasive 3. Impromptu

4. Extemporaneous 5. Special Event talks

D. Due to the nature of public speaking situations in your future, all speeches must be ready at assigned times—an “F” grade is assigned to any assigned talk not ready on time

E. Public speeches must follow required format as indicated on handouts

F. A folder of all speeches will be kept in order for you to interact with me on your strengths and areas of practice

G. Current Events Topics

Quizzes/Tests

Will be given periodically on information covered on handouts, readings and lectures

Class Participation

Your willingness to participate in class activities is essential in making our class and interesting and growth filled experience

**Classroom Rules**

Do your own work—copying will get you a ZERO

No talking during tests or quizzes--- this may get you a ZERO

Respect your classmates. Off color, lewd or otherwise inappropriate comments will not be tolerated.

Be here on time and be prepared

It is your responsibility to make up and turn in the work you missed while absent. You will have one week to do so before your grade turns into a ZERO. Late work will receive half credit.

Please attend to personal need before you come to class. This includes restroom visits, locker visits, grooming, phone calls and drinks of water.

No Cell Phones--- TURN THEM OFF

No SLEEPING

No FOOD

No bottles/ cans/ containers of pop/ soda, energy drinks, coffee, tea, chocolate milk, white milk, etc. etc. etc.

You MAY bring WATER (H20) in clear plastic containers