

**Course Description**

The goal of this elective semester course is to teach students how to speak formally and informally on a variety of topics. Students will have opportunities to analyze the causes of speech anxiety and how to manage it, research their topics, and organize their findings. Students will also learn how to effectively develop their speeches as written texts meant to be presented orally. Incorporation of supporting materials, appropriate styles, and effective methods of delivery will be emphasized. Grading will be based on preparation of speeches as well as on oral presentation.

**Core School-Wide Expectations Met in Class**

2.3 Speaking in a clear, concise manner.

3.1 Integrating a variety of media and formats to communicate information and ideas.

3.2 Using technology as a tool to increase productivity and creativity.

All other School-Wide Expectations will also be addressed in this class when and if appropriate.

**Grading**

As an elective class teaching applied skills, grading is based on the development and use of skills discussed in class.

How you show your achievement with these skills:

**Final Presentation** - Exam: 10% of semester grade

**Major Speeches** - projects: 40% of quarter grade

**Formal Speeches** - tests: 25% of quarter grade

**Informal Speeches** - quizzes: 15% of quarter grade

**Informal Speech and Formal Speech Outlines** – class work: 10% of quarter grade

**Participation, effort, and attitude:** 10% of quarter grade

**Students who earn a quarter average of less than 70% will be asked to attend a support team meeting including parents/guardians.**

## **Required Materials**

Writing implements – blue or black pen and pencil, other colors are for personal work only

Highlighter – or other device for identifying important notes

Notebook – recommend spiral bound pad in a 3 ring binder and pockets (notebook checks are a quiz grade)

Reading Selections – any materials currently studied in class are to be brought to each class

## **Work Submission Policy**

All speech outlines are due at the beginning of class on the due date that speeches begin. This includes printing out the assignment. Students should check the status of printers well before due dates.

## **Absence Policies**

Work assigned before an absence is due the first day back unless there has been a parent/guardian meeting with school staff determining an alternative due date.

If you are absent when an assignment is given, you will have two school days after your return to submit the assignment as per the school handbook. You may also check the class website to see assignments and topics that you have missed.

If I am absent, do not turn any work in to a substitute, no exceptions. If you need to submit work and you will be out when I return, make arrangements at the high school office to place work in my mailbox.

## **Behavior and Effort Expectations**

No student is required to take this elective course. Therefore, it is expected that all students in this class are prepared to give their best effort to take advantage of the college level and real life skills and demands of this course. If this is a concern, a meeting with the guidance department should be scheduled immediately.

This copy is to be kept in your Public Speaking notebook at all times for the 2009-2010 school year.

I understand and agree to the requirements of this course:

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student signature

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date

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