

Course: COM220-D&DN Oral Communication
Credit: 3 Semester Hours
Semester: Fall 2022 (Cycle 2, Aug 22–Oct 14)
Time: 8:00–11:00 am, Fridays
Instructor: Dr. Michel Dodds. (816) 322-5152 ext. 1348, mike.dodds@calvary.edu, (913) 638-3291 (cell)

**About This Course: This course is offered in two formats: in-person and online. Students registered for in-person attend the classes in person, online students attend the classes via the online classroom. For both in-person and online students, assignments and interaction outside of the class period are done in the learning management system.*

**About Disabilities: Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.*

**About Assistance for All Course Assignments: The Clark Academic Center (learning@calvary.edu) is dedicated to providing free academic assistance for all Calvary University students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams, and facilitate tests. Please take advantage of this service.*

**About Changes to this Syllabus: The instructor reserves the right to make changes to this syllabus at any time during the course, but any changes made will only be done after clearly communicating the need for the change and the specific change to be made via in-class announcement and Canvas announcement.*

I. DESCRIPTION:

Training in the principles of oral communication and the application of these principles to public speaking so the student may communicate effectively with the society in which he lives. (Prerequisite: EN112) (BOT- #2, 3, 5, 6, 8)

II. COURSE OBJECTIVES:

A. General competencies to be achieved: You will be able to . . .

1. Identify the fundamental elements of the oral communication process and the most common types of oral communication. (PLO- #1 & 2) (A- #A, B, C, & E)
2. Develop and deliver a variety of talks to be encountered in life. (PLO- #1, 2, & 3) (A- C & D)
3. Articulate the biblical mandate for excellence when Christians present public talks. (PLO- #1, 2, 3, & 4) (A- A & E)

Our Mission: "...to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

B. Specific competencies to be achieved: You will be able to . . .

1. Identify the fundamental elements of the oral communication process and apply these principles to public speaking. (PLO- #1, 2, 3, & 4) (A- A, E)
2. Critically evaluate the effectiveness of various public talks as to their organization, clarity, and purpose. (PLO- #1, 2, 3, & 4) (A- B)
3. Demonstrate the ability to differentiate between the various kinds of public talks by producing specific talk ideas, outlines, and talks. (PLO- #1, 2, 3, & 4) (A- C)
4. Develop and deliver a wide variety of public talks. (PLO- #1, 2, 3, & 4) (A- C)
5. Demonstrate basic skill with the vocal, non-verbal, and visual elements of effective public talks. (PLO- #1, 2, & 3) (A- C)
6. Demonstrate the ability to develop and effectively employ appropriate media for use with a variety of public talks. (PLO- #1, 2, 3, & 4) (A- D)
7. Demonstrate comprehension of the biblical mandates which should guide the public talks of Christians. (PLO- #1, 2, 3, & 4) (A- E)

III. REQUIREMENTS

***Note:** Specific instructions for each assignment are posted in Canvas.

A. Read the course textbook and answer study questions.

1. Read the course textbook according to the Class Schedule in preparation for in-class discussion.
2. After designated in-class sessions, answer the corresponding study questions posted in Canvas.

B. Evaluate talks.

1. Listen to **seven (7)** assigned talks and submit an evaluation of each of these talks.
2. Following the presentation of the course extemporaneous talks and using the evaluation form, critically evaluate **one (1)** of your own talks.
3. **Note:** During the course when other students are presenting talks, you will critically evaluate their talks.

C. Develop and deliver a variety of talks.

1. Present the following kinds of talks:
 - a. **Two (2)** special talks (either i or ii and either iii or iv):
 - i. To introduce (2–3 minutes in length)
 - ii. To illustrate (2–3 minutes in length)
 - iii. To award/accept (2–3 minutes in length)
 - iv. To commemorate/ celebrate (2–3 minutes in length)
 - b. **Three (3)** extemporaneous talks:
 - i. To inform/inspire (6–8 minutes in length)
 - ii. To explain/demonstration (8–10 minutes in length)
 - iii. To persuade/convince (10–12 minutes in length)

2. For each of the talks you present, submit the following developmental elements:
 - a. Talk outline (& manuscript for talks 1-4) (talk preparation).
 - b. Talk notes (talk presentation).
3. **Note:** All "Blended" (and some in-class) students must record all (or some) of the talks and upload the video file in time to be shown in class so that the talks may be peer-review by all students.

D. Create and use media for accompanying talks.

1. For the 3 extemporaneous talks, develop and utilize the following media (at least 1 during each of these talks):
 - a. PowerPoint
 - b. Video clip
 - c. Schematic/map/chart/handout/etc.
 - d. Object

E. Take quizzes.

1. Demonstrate comprehension of the following topics through 3 quizzes:
 - a. The biblical mandates & ethics which guide Christian public oral communication and the communication process
 - b. The talk preparation process
 - c. Cumulative review

IV. METHODS

A. Presentation:

1. **In-class methods:** listening to lectures, participating in class discussions, making talks, and taking tests & quizzes.

***About Class Attendance:** Research consistently demonstrates that class attendance and active participation correlate to higher performance on course assessments.

***About Classroom Use of Media:**

- Computing devices** are permitted during the lecture and class discussion sessions for the sole purpose of taking notes. Use of these devices to access the Internet, make telephone calls or video calls, text messaging, updating social network services, etc. is not allowed, let alone very distracting to other students.
- Cellphones / smartphones** may only be used in an emergency, and in those situations the student may take the call but must leave the room and not return until the next break out of courtesy to fellow classmates.

**COM220-D&DN Oral Communication
Syllabus, Fall 2022, Cycle 1**

***About Note Taking:** Students are expected to take notes during each class. Significant peer reviewed studies continue to demonstrate that notes taken by hand are understood better and remembered longer than those taken with a computer. Computer use which is a distraction to others (i.e., noise, blocking the screen, displaying non-class related material, etc.) is not allowed.

2. Out-of-class methods: observation, evaluation, and sermon preparation.

***About written assignments:** Unless directed otherwise, all written assignments must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition and the Calvary Style Guide, 2019 update.

B. Grading:

***About Late Assignments:** Assignments turned in late will be lowered **5% each class day** it is late.

***About Plagiarism:** Plagiarism is defined as copying any part of a book or essay without identifying that source. This also includes taking another person's ideas and presenting them as your own without identifying the source. Any assignment that includes plagiarism will receive a **zero (0) grade**. (**Note:** Turn-It-In.com will be used to verify plagiarism.)

***About course grade:** See the grading scale in the University Catalog for specific grading scale that will be used for final course grade.

1. General grading criteria:

A = completed assignment well beyond assignment criteria

B = completed assignment as specified and very well done

C = completed assignment with average work

D = completed assignment but poorly

F = did not complete assignment and/or unacceptable work

2. Possible points for each specific assignment:

***Note:** An assignment-specific rubric will be provided for each assignment.

a. Reading study questions (9 @ 5 each).	45	points
b. Talk Evaluations (8 @ 15 ea).	120	"
c. Sp. Talk Outline & MS (2 @ 40).	80	"
c. Sp. Talk Presentations (2 @ 40 ea).	80	"
d. Ext. Talk Outlines (3 @ 40 ea).	120	"
e. Ext. Talk Presentations (3 @ 120 ea).	360	"
f. Media (4 @ 25 ea).	100	"
g. Quizzes (3 @ 25 ea).	75	"
Total	= 980	"

V. MATERIALS

A. Required:

1. English Bible (NAS, NASB-U, NKJV, NET, ESV, or other by approval).

-The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.
2. Anderson, Chris. 2017. *TED Talks: The Official TED Guide to Public Speaking*, Reprint edition. New York: Mariner Books. ISBN: 978-1328710284. Retail: \$15.99. 288 pages.

B. Recommended Websites:

1. TED Talks, <https://www.ted.com/talks>.
2. American Rhetoric: Top 100 Speeches.
<http://www.americanrhetoric.com/top100speechesall.html>
3. Famous Speeches & Audio. <http://www.history.com/speeches>
4. Famous Speeches. <http://www.famous-speeches-and-speech-topics.info/famous-speeches/>
5. Famous Short Speeches. <http://www.famous-speeches-and-speech-topics.info/famous-short-speeches/>
6. 50 Incredible, Historical Speeches You Should Watch Online.
<http://www.onlineuniversities.com/blog/2010/04/50-incredible-historical-speeches/>
7. 25 Powerful Commencement Speeches by Famous Women.
<http://nymag.com/thecut/2015/06/25-powerful-commencement-speeches-by-women.html>

VI. ABBREVIATED CLASS SCHEDULE

[**Note:** An expanded schedule will be presented during the first class session.]

Week	Class Discussion	Assignments Due
1	Speaking in Public	Eval 1, St Q 1
	Talk Preparation Process	Quiz 1, Evals 2-4, St Q 2
3	Special Public Talks 1 & 2	Talks 1 / 2, St Q 3
4	Special Public Talks 3 & 4	Talks 3 / 4, St Q 4
5	More Talk Prep Processes	Evals 5-7, St Q 5
6	Extemporaneous Talk 5	Quiz 2, Talk 5, St Q 6
7	Extemporaneous Talk 6	Talk 6, St Q 7
8	Extemporaneous Talk 7	Talks 7, Eval 8, St Q 8
9	Post-Course Work	Quiz 3, St Q 9