**Public Speaking/Leadership I *Mrs. Smith***

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**Course Description**

Public Speaking is a yearlong course aimed at introducing students to the basic concepts of communication. It aims to make students not only better communicators, but better rhetoricians.

**Course Outline**

Unit 1: Communication Basics

The Fundamentals of Communication

Oral Language

Nonverbal Communication

Listening

Influences on Communication

Unit 2: Interpersonal Communication

Effective Interpersonal Communication Strategies

Interpersonal Listening

Solving Problems and Managing Conflict

Interviews

Unit 3: Group Communication

The Power of Groups

Group Dynamics and Goals

Group Discussions

Unit 4: Public Speaking

Preparing to Speak

Researching Your Subject

Organizing Your Speech

Preparing Supporting Materials

Using Language Effectively

Presenting Your Speech

Unit 5: Types of Presentations

The Speech to Inform

The Speech to Persuade

Speeches for Special Occasions

**Classroom Conduct Expectations**

In order to maintain a positive, productive classroom environment, students are expected to adhere to the following policies and procedures:

1. All students will be assigned a seat – remain in the seat throughout the duration of the class unless directed otherwise.

2. Bring all materials to class each day – pen, pencil, paper, book, etc.

3. Students are not assigned individual textbooks – there is a classroom set we will use. When we finish using books, they are to be returned, neatly, to the shelves in the classroom.

4. Students are encouraged to take care of necessary business before arriving to class.

5. All students are expected to be in class on time. Students who are late must bring a pass. Excessive tardies will result in further discipline.

6. The weekly schedule for the course is posted in the classroom each week. Check the schedule to see what we did if you are absent.

7. All work to be submitted will be placed in the proper tray on my desk. Graded papers will be returned in the tray labeled for this class. Students should get returned papers from the tray in a timely manner. The tray will be emptied every couple of weeks.

8. Students must come to class ready to submit any work due that day. Hard copies of all assignments will be turned in. Work on a flash drive, students who need to go to the library to print work, etc…. will not be considered submitted on time.

9. Students are expected to show respect for one another at all times including words and actions.

**Personal Electronic Device Policy**

This school year, students are permitted to use personal electronic devices in common areas such as the hallways and during lunch. However, teachers are given the discretion to limit use of such devices in the classroom. Personal electronic devices ARE NOT permitted in this classroom (or computer lab/library when we are there). Any devices necessary for educational purposes will be provided by the teacher. Students who violate this policy will be subject to disciplinary actions, and they should refer to the student handbook for a complete description of the school’s policy.

**Grading Policy**

Daily grades: 35%

Test grades 65%

**Late Assignments**

Late Assignments will not be accepted UNLESS it is an excused absence. In cases of planned absences, missed assignments are due **BEFORE you leave.** Although this is an elective class, I expect you to take your grades as seriously as you would a core class. Students who are absent on the day their name is drawn to speak will be responsible for speaking first on the next school day. Students who do not speak at that time will be penalized half of the value of the speech. Beyond that, failure to speak will result in a zero for the assignment.

**Discipline Plan**

Violations the policies and procedures outlines above (as well as those in the student handbook) will result in the following disciplinary measures: “friendly” reminders, detention, conference with me, parental contact, office referral. Serious violations will result in immediate removal from class.

**Student Conduct During Speeches**

Audience members are expected to show speakers respect and give the speaker their undivided attention during speeches. This includes, but is not limited to, working on other assignments, sleeping, putting their head down on the desk, practicing or reading your speech, talking to another student, etc. Violating these things in inconsiderate and is not acceptable. Audience members who violate these expectations will result in loss of points.

**Instruction Methods**

A variety of instructional methods will be used during this course. They include, but are not limited to, minimal lecture & notes, independent study, small group work, homework and in-class work time. The amount of in-class work time and small group work will depend on the ability of the class to remain on task and complete the required work in a productive manner.