

Public Speaking Classroom Expectations

Ms. Lane

Orientation:

The following are some guidelines for you to follow in this class. As long as you are working to your full potential and giving those around you the proper respect, we will have a very smooth and successful semester. ☺

- 1. Be Respectful**
- 2. Be Responsible**

Attendance and Participation:

Attendance is crucial in this class. If you are not here, then you cannot benefit from watching others nor can you provide the support of being an audience member. Participation points are earned every day. Unexcused absences will result in a loss of one participation point per day, and tardies will result in a loss of half a point per tardy. If students are more than five minutes late to class without a pass, then one participation point will be deducted. Other issues such as not wearing your ID, using your phone, or sleeping will also result in a loss of points.

****Note:** Students who have unexcused absences on days they are to present their speeches will lose 50% of the credit they would otherwise have received. The same policy applies to days that outlines are due since they are assigned well in advance of the due date. Also, students who are absent the day before a due date given in advance will not have an additional day either.

Assignments:

We will be doing a bit of book work, but mostly we will be giving speeches. You will create an outline for every speech using the proper format. The majority of these must be typed. I will expect visual aides for most presentations. You will be critiquing other students' speeches as well as your own and writing written reflections. You will also create a résumé for the interview experience. Example outlines and speeches will be given for *most* of the assignments. Keep in mind that these assignments are to help you build on skills that you will acquire throughout the semester.

Quizzes and Tests:

This is a practical class and most grades come from student participation, the outlines, and the presentations; however, occasionally quizzes will be given to check comprehension of concepts and vocabulary. It is a possibility that there will be a written test in this class.

Extra Credit:

Students may only earn extra credit points if they are not missing any assignments for the entire quarter. I usually offer one extra credit opportunity each quarter. Students may not exceed 20 points of extra credit per quarter.

Recycling:

This is very important to me. Please make sure that you are properly disposing of recyclables and trash. There is a paper bin; plastics and aluminum should be put on the shelf of the metal book case.

Attitude:

As with any class, you will gain what you give to this class. You must realize that even if public speaking is easy for you, it might not be for everyone else. I will not tolerate behavior that makes others uncomfortable. This can be a fun class, and it is your responsibility to contribute to that positive atmosphere.