

Marshall University

Course/Section	Fundamentals of Speech Communication: CMM 103
Days/Time	MWF: 8:00-8:50 (102), 9:00-9:50 (105)
Classroom	Smith Hall 232
Instructor	Emily Backus
Office	Smith Hall 255
E-mail	backus14@marshall.edu
Office Hours:	M: 10:00-12:00 W: 10:00-12:00 <i>*If you need to meet at a time outside office hours, please contact me, and we will set up a meeting time.</i>

**CMM 103 Fall 2014 Schedule
M-W-F**

Date	Topics/Assignment	Readings
Week 1		
August		
M 25	Chapter 1 Welcome to Public Speaking	Chapters 1 & 2
W 27	Chapter 2 Your First Speech	Chapter 3
F 29	Chapter 3 Presenting the Speech	Chapter 4
	Assign Introductory Speech	
Week 2		
September		
W 3	Introductory Speeches Due	
F 5	Finish Introductory Speech	
	Begin Chapter 4	
Week 3		
M 8	Chapter 4 Listening Critically	Chapter 5
	Assign Listening assignment	
W 10	Chapter 5 Analyzing Your Audience	Chapter 6
F 12	Chapter 6 Choosing a Topic & Developing a Strategy	
	Assign Unit I Exam Chapters 1-6	
Week 4		
M 15	Review for Exam	Chapter 7
W 17	Unit I Exam	
F 19	Chapter 7 Researching the Speech	Chapter 9
	Assign Informative Speech Proposal	
	Assign Informative Speech	
Week 5		
M 22	Chapter 9 Organizing the Speech: The Body	Chapter 10
	Assign Supporting a Main Point	
W 24	Chapter 10 Introductions, Conclusions, & Transitions	Chapter 11

F 26	Chapter 11 Outlining the Speech	Chapter 13
Week 6		
M 29	Chapter 13 Informing	Chapter 15
	Informative Speech Proposal Due	
October		
W 1	Chapter 15 Speaking With Visual Aids	
F 3	Supporting a Main Point Due	Chapter 12
Week 7		
M 6, W 8, F 10	Informative Speech & Preparation Outline Due	
	Assign Unit II Exam Chapters 7,9,10, 11, 13, 15	
Week 8		
M 13, W 15, F 17	Informative Speech & Preparation Outline Due	
Week 9		
M 20	Chapter 12 Achieving Style Through Language	
W 22	Review for Exam II	Chapter 8
F 24	Unit II Exam	
Week 10		
M 27	Chapter 8 Reasoning	
	Assign Creating An Argument	
W 29	Chapter 8	
	Assign Persuasive Speech Proposal	
	Assign Persuasive Speech	
F 31	Chapter 8	
Week 11		
November		
M 3	Creating An Argument Due	
	Persuasive Speech Proposal Due	
W 5	Chapter 14 Persuading	
F 7	Chapter 14	
Week 12		
M 10, W 12, F 14	Persuasive Speech & Preparation Outline Due	
Week 13		
M 17, W 19, F 21	Persuasive Speech & Preparation Outline Due	Chapter 16
	Assign Ceremonial Speech	
Week 14		
	THANSGIVING BREAK 24-28	
Week 15		
December		
M 1	Chapter 16 Occasions for Public Speaking	
W 3	Ceremonial Speech Due	
F 5	Ceremonial Speech Due	

Week 16

Exam Days 8, 9, 11, 12 and Wednesday Dec. 10 for classes meeting at 3 pm and later

Grades Due Before noon on Monday, December 15

A Note on Respect:

Disrespect of fellow classmates in any way will not be tolerated and will be subject to removal from the class. Disrespect can include inappropriate comments about a classmate's age, gender, race, sexual orientation, religious background, socioeconomic state, and level of ability in the delivery of a speech. In this class all students will be given the respect they deserve. If a student fails to do so, he or she will be asked to leave the classroom for the remainder of the class time.