

SYLLABUS
Voice and Diction, SPHR 011
Fall, 2007
Section 14: Monday, Wednesday 5:00- 5:50, Monroe 110

CONTACT INFORMATION:

Instructor: Adrienne Hancock, Ph.D.

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Office Hours: by appointment, 215 Hall of Govt

COURSE MATERIALS:

Required Text:

Wells, L.K. (2004). *The Articulate Voice: An Introduction to Voice and Diction*. (4th ed).

Cox, M. (2007). *What Every Student Should Know About Preparing Oral Presentations*.

Boston: Allyn and Bacon.

Supplementary Readings: You will be given additional readings and effective speaking exercises based on your own individual needs and the needs of the class.

Blackboard site: Lectures, grades, most handouts, and helpful resources will be posted on the course blackboard site.

COURSE DESCRIPTION:

This course is designed so that the student may gain a new awareness of the importance of speech habits in daily life as well as how dialects and poor vocal habits can contribute to the impressions people create. In addition to learning about speech and voice in general, the student enrolled in this course should have a personal interest in his or her own communication skills and in increasing his or her oral communication competence using standard American English.

This class has a laboratory section that accompanies it. **You must be signed up for a lab class in order to be registered for this course.**

COURSE OBJECTIVES:

The student should be able to

1. Prepare and present brief talks in several different styles.
2. Use different voice and speech techniques to make effective presentations.
3. Listen attentively to others and critique them appropriately.
4. Describe how the speech mechanism functions in normal speech.
5. Demonstrate knowledge of how speech is produced and used most effectively.
6. Become familiar with the International Phonetic Alphabet and be able to use it to improve speaking abilities.

COURSE REQUIREMENTS

In-class speeches: Avoid reading speeches! Reading usually sounds monotone, unnatural, and unimpressive to say the least. Some people use bullet points, others use outlines. Some people use no notes, others read an essay. This is your opportunity to examine your own needs in terms of notes for speaking. You may use no more than **one side of one 8 ½ x 11 paper**; all notes will be turned in after the presentation. Grading rubrics for speeches are available on the course blackboard site. You will also use “Peer evaluation forms” from blackboard to provide feedback after the Introduction and Persuasive speech.

1. Introduce yourself to a future employer (1 minute). Focus on developing a clear, unique, and engaging message. Use your voice and body language (e.g. posture, eye contact) to help convey your message. Be particularly careful to articulate- minimize any interfering dialect and don't mumble!

2. Impromptu speech (2 minutes) You will draw a topic out of a hat. You will only have a few minutes to prepare. Again, develop a message and enhance it using vocal characteristics (i.e., include intonation variety!!). Also practice using volume and pitch to emphasize certain words or points.

3. Persuasive Speech (4 minutes): You will need to integrate all of the elements practiced in previous speeches. The goal of this is to *convince* the audience of your viewpoint on a topic or issue. This speech is not a balanced viewpoint from both sides, but rather relies heavily on what you believe to be the preponderance of evidence in favor of your stance on an issue. You will need to do some background research and *present evidence* other than your own personal opinion. Be sure to reference your sources and avoid *plagiarism*. Make your *position very clear* and motivate the audience on some level. The topic should be original and appropriate. For example, the following topics **may NOT be used:** Abortion, Death Penalty, Legalization of Marijuana or other drugs, Legal drinking age, Recycling, War in Iraq/Afghanistan. **The more novel and creative the topic, the better!**

Quizzes: There will be three quizzes that will allow you to demonstrate your knowledge of many of the key concepts presented during class lectures and in your text. On each quiz, you will be required to affirm your commitment to academic integrity by signing the following: **"I, (student's name), affirm that I have completed this assignment/examination in accordance with the Code of Academic Integrity."**

Analytical Report: You will analyze and critique a public speaker(s) outside of class (e.g., at D.C. Improv, Busboys and Poets, or museums). A complete list of possible people/places are available on blackboard with the more specific guidelines and rubric for this assignment. You will turn in a **1.5 – 2 page (double spaced) reflective report** to describe the event and communication exchanges as well as your evaluation of what enhanced and hindered communication and how you might incorporate what you learned into your own public speaking style. You will **turn in your dated receipt** (entry fee, food purchase) to confirm your attendance at the event. If the venue does not have receipts, turn in a program or brochure.

Participation Points: You will have the opportunity to earn up to 10 participation points over the semester. These will require you to be in attendance, and generally cannot be made-up if absent. These will be announced in class and may include, but are not limited to:

- **Questionnaire:** Students should print out and complete the questionnaire found on blackboard, under “assignments”. It is due to the instructor at the beginning of the second class period for **4 points**. Students may lose points for turning it in late or incomplete.
- **Peer Feedback:** You will complete peer evaluation forms for each speech. You will turn in the forms each day anonymously to provide the speaker will abundant feedback. On randomly selected speech days, you may be asked to initial the forms and turn it into the instructor, who will assess the quality of your feedback for 1 point each day. The instructor will then cut off the initials and give the speakers the evaluation forms. These points cannot be made up if you are absent without documented excuse or forgot to bring forms, etc.
- **Two Minute Paper:** On a randomly selected day, the instructor may ask you to write a reflection of what you are learning and how you might apply it.
- **Interactive Discussion.** If time allows, we may devote a class period to discuss fairly controversial topics selected by the instructor. This will allow you to practice using your vocal characteristics when you don’t have time for many words. You will need to develop your brief message quickly and carefully, and deliver it with maximum impact using intonation, volume, and rate that conveys your intention.

Laboratory: Your lab grade is completely determined by your lab instructor. He/she is responsible for what goes on in the lab. He/she may ask you to do anything that is legal and ethical.

Grading Criteria:

Your final grade will be determined as follows:

Speeches (10% each)	30%
Quizzes (10% each)	30%
Analytical Report	10%
Participation	10%
Laboratory	20%

Grade Cutoffs

	89-87	B+	79-77	C+	69-67	D+	59-0	F
100-94	A	86-84	B	76-74	C	66-64	D	
93-90	A-	83-80	B-	73-70	C-	63-60	D-	

COURSE POLICIES

- **If you miss class for ANY reason:** After your first two absences you will be penalized by **1% per absence** from your total class grade. For an absence to be “excused”:
 1. Your excuse is documented (hospital bill, police report, funeral bulletin, etc), AND
 2. You inform your lab instructor as soon as possible (if not prior to), AND
 3. your instructor gives you permission to make up for full or partial credit.If your absence does not meet these requirements, it is strongly suggested that you learn the covered material from a classmate or other resource, as **you are responsible for learning** all material covered in class.
- **If you do not present your speech on your scheduled day:** You will lose **1 point (out of the 10 possible speech points)** for each class you are not prepared to present or are absent.
- **If you use more than one sheet of paper for notes during your speech:** You will lose **1 point (out of the 10 possible speech points)**.
- **If your cell phone rings in class:** You will be embarrassed. You will detract from the learning environment. You will interrupt, distract, and disturb the instructor and your classmates. Please remember to turn it OFF.
- **If you use offensive vocabulary or speak or dress inappropriately:** Points will be deducted from your speech and you may be asked to leave class. That means no bare midriffs, cleavage, hats, or other distracting or offensive attire. This also means no derogatory slang or offensive language.

Academic Honor Code:

As students at George Washington University, you are expected to uphold the Code of Academic Integrity (<http://www.gwu.edu/~ntegrity/code.html#definition>). Academic dishonesty is defined as **cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information**. Reported infractions will be discussed privately with the student(s). If it is determined that someone has violated the Academic Honor Code, that person(s) will earn 0 points for that assignment, or possibly receive a failing grade for the course. Violations will be reported to the University Judicial Officer in the Office of Academic Integrity.

Americans with Disabilities Act:

Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Student Disability Resource Center; (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

For more information about services available to GWU students with disabilities, contact Disability Support Services

Marvin Center Suite 242

V/TDD: (202) 994-8250

<http://gwired.gwu.edu/dss/>

(This syllabus and other class materials are available in alternative format upon request.)

SYLLABUS CHANGE POLICY:

This syllabus is a guide for the course and is subject to change with advanced notice. Changes will be posted on Blackboard.