



King Saud University
College of Arts
Academic Year: 1435/1436 (2014/2015)

Course Syllabus
Semester: I

Instructor's information:

Instructor's name	Mona AL-Kahtani
Office Hours	Monday 10 - 12 , or by appointment
Office number	Bldg.1, Flr.3, Rm. 112
Email address	mona@ksu.edu.sa
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Course information:

Course Title	Speech
Course Number	ENG.412
Course description	The course focuses on speech making as the primary activity. This course aims at acquainting the students with elements of speech organization, outlining and controlling the speaker's speech tension. Students can also apply the principle of speech making to informal, everyday situation.
Course Objectives (i.e. Learning Outcomes as specified in the Course Specifications)	<ol style="list-style-type: none"> 1. Produce both informative and persuasive presentations on several topics. 2. Discuss ideas and different topic efficiently. 3. Employ external references and statistics in a professional way. 4. Interpret the presentations topics according to the students' personal inputs, ideas, and beliefs. 5. Employ correct language and presentation skills.
Textbook	None
Supplementary Reading	http://www.myspeechclass.com/ http://www.wikihow.com/Write-an-Informative-Speech http://www.brighthubeducation.com/test-taking-tips/52984-how-to-deliver-a-great-informative-speech/

Methods of assessment:

Type	Distribution of Marks	Date of Administration	Date of Feed-back (approximate)*
<i>Assignments</i>	<i>Not Applicable (Though each in-class speech is considered an assignment)</i>		
<i>Quiz (3)</i>	<i>Not Applicable (Though each in-class speech is considered a quiz too)</i>		
Informative Speech	10%	5th week	6th week
Informative Speech Project (campaign)	10%	7th week	8th week

Midterm (Informative Speech)	15%	10th week	11th week
Argumentative Speech	10%	8th week	9th week
Group participation (Debate)	10%	10th week	11th week
Persuasive Speech Project	10%	12th week	13th week
Final Exam (argumentative/persuasive speech)	40%	13th + 14th week	via Edugate

Additional notes (such as makeup policy)

1. **All the speeches will be recorded by the teacher to be reviewed after the class. All the recordings will be kept confidential and will be distorted by the end of the semester.**
2. The dates for presentations/exam stated above are fixed, so please take note of them and take them seriously.
3. It is your responsibility to mark those dates in your calendar and be prepared for presentations accordingly. It is also your responsibility that you check LMS regularly to check the recent changes /updates of the exam/ presentation dates if there is any.
4. If you miss a classroom presentation, it will NOT be made up for you under any circumstances.
5. If you miss the Midterm, it will NOT be repeated for you unless you bring a medical report from a government hospital.

Be aware that:

- a. Medical excuses from private clinics or private hospitals will **not** be accepted.
- b. Missing an exam because you have a sick relative is **not** considered a valid excuse. (I sincerely pray that you and all your loved ones enjoy good health)
- c. Traveling with the family is NOT considered a valid reason to miss an exam.

Ground Rules (e.g.attendance policy, plagiarism):

A. Attendance

- * Attending classes is crucial in this course because if your name is called to present , you won't be given another chance the class after even if we are still doing presentations about that topic. Names will be picked randomly and you should be ready to present when your name is called.
- * If you missed more than 50% of our classes you will be no longer allowed to attend this course nor attend the final test. If you miss a class, it is your responsibility to contact either me or another classmate to find out what you've missed and how you prepare for the next class meeting. Make sure you check LMS regularly for any further announcements as well as for any changes in the course plan.

B. Arrival:

- * Come to class on time. If you are more than 15 minutes late, then you are NOT allowed to get in the class.
- * If you come after I finish taking attendance, you will be marked "late"; two "lates" are counted as one absence.

C. Academic Integrity

- * Students are to acknowledge the work of others via proper referencing.
- * Work plagiarized entirely or partially will receive an irreversible 'zero.'

D. Email Communication

- * Students are to maintain professionalism in all communication with course instructors, especially in email.
- * All communication must use KSU email (<http://student.ksu.edu.sa/>). Messages from personal email accounts will receive no response from instructors.
- * All communication must be course-related.

E. Mobiles.

Your mobile should be turned off before you come into the classroom and it should be inside your bag. No mobiles are allowed to be seen anywhere near you. They MUST be tucked away in the bags.

Weekly Syllabus:

WEEK / DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
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I H: 5 - 9 / 11 G: 31 / 8 - 4 / 9	Registration Week		
II H: 12 - 16 / 11 G: 7 - 11 / 9	Introduction (part I): How to prepare your speech		
III H: 19 - 23 / 11 G: 14 - 18 / 9	Introduction (Part II): How to present your speech		
IV H: 26 / 11 - 1 / 12 G: 21 - 25 / 9	Informative Speech :Introduction	National Day	
H: 4 - 8 / 12 G: 28 / 9 - 2 / 10	Hajj Break		
H: 11 - 15 / 12 G: 5 - 9 / 10			
V H: 18 - 22 / 12 G: 12 - 16 / 10	<u>Informative Speech Presentation(Open topic)</u>		
VI H: 25 - 29 / 12 G: 19 - 23 / 10	Informative speech Project (World Diabetes Day, Nov, 8th). Phase One: preparation		
VII H: 2 - 6 / 1 G: 26 - 30 / 10	<u>Informative speech Project (World Diabetes Day, Nov, 8th). Phase Two: implementation</u>		
VIII H: 9 - 13 / 1 G: 2 - 6 / 11	<u>Midterm (Informative Speech)</u>		
IX H: 16 - 20 / 1 G: 9 - 13 / 11	Argumentative/persuasive speech: introduction		
X H: 23 - 27 / 1 G: 16 - 20 / 11	<u>Argumentative/persuasive presentation (Open topic)</u>		
XI H: 1 - 5 / 2 G: 23 - 27 / 11	<u>Debate</u>	Deadline for course withdrawal	
XII H: 8 - 12 / 2 G: 30 / 11 - 4 / 12	<u>Persuasive speech Project 1. (Sell a product that most people hate)</u>		
XIII H: 15 - 19 / 2 G: 7 - 11 / 12	<u>Final Exam Presentation (Argumentative/Persuasive Speech)</u>		
XIV H: 22 - 26 / 2 G: 14 - 18 / 12	<u>Final Exam Presentation (Argumentative/Persuasive Speech)</u>		
XV Revision Week H: 29 / 2 - 3 / 3 G: 21 - 25 / 12	<u>Make-up Speeches</u>		
H: 6 - 10 / 3 G: 28 / 12 - 1 / 1	GENERAL REQUIREMENTS EXAMS		