

Instructor: Ms. KulsoomRizvi

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Conference Time: 4A (1:45-3:15 p.m.)

## Communication Applications (Speech) Syllabus Spring 2009

Welcome! I am so excited to be your Communication Applications teacher this year! I want you to know that this class will span a variety of activities, mostly group oriented, and that first and foremost, you will learn how to be **comfortable with yourself** as a speaker, a listener, and a communicator in the class. It will take a lot of work and a lot of trust, but by the end of this course, you will build your confidence to new proportions. Some of you may even find your calling. If you have ever felt your stomach tumble or heard your voice crack when you were about to present to a group of people, believe me, you will learn to “lessen the volume “ of this anxiety. This class is about confronting your fears, respecting and understanding people, and finding yourself. In the end, you will come out a more confident speaker with a set of tools (techniques) that will work every time you find yourself in a situation where you must communicate your thoughts to others.

These are my expectations: Follow the guidelines in the School Code of Conduct; other than that, please note:

**Norms:**(aka “rules”—they will be special in this case, because this class involves a LOT of interaction and collaboration)

1. Be Genuine and Sincere! : What does this mean? When you present your thoughts to the class, and you are sarcastic, obnoxiously humorous, or mean-spirited, it breaks the trust. It is a poison pill that works against a safe and secure classroom environment. Leave your sarcasm at the door.
2. Be Considerate: Be a great audience member. Seventy percent of your time in this class will be spent listening to your peers, actively participating in your peers’ speeches. That means you cannot fall asleep, play with your pencils/pens, or do other work.
3. Be Timely: When you are given a due date for a speech, that speech is taken as seriously as a test. You cannot bow out of a test because you failed to prepare; therefore, you cannot bow out of a speech because you failed to write or practice one. No LATE speeches (unless you have consulted with me first and given valid reasoning).
4. Participate! : There will be many “circle” activities, involving games, tongue twisters, and body language experiments that will allow you to grow confidence and build trust. **Do them.** If we are all in the same boat together, then nothing will be embarrassing.

**Mastery of Techniques:** (these techniques will first be practiced and built upon with time; subsequently, your first speech will be assessed on one or two techniques, while the last will be a cumulative assessment on all techniques)

1. Eye Contact
2. Rate and Pitch
3. Voice Projection
4. Pronunciation and Articulation
5. Hand Gestures and Body Language
6. Memorization

**Textbook:** Communication Applications Textbook: be prepared to bring it on occasion. I will tell you beforehand when you will need it. We will focus on only a handful of relevant chapters. The rest will be a resource to you. It is actually a very interesting book, and I urge you to read it for pleasure. It has some interesting tips and wonderful speeches.

**Course Evaluation:**

Speeches and Tests: 50%

Quizzes: 25%

Daily Grades (participation, group activities): 25%

**Materials:**

Pen/highlighter

Loose-leaf paper

Folder, section of binder for handouts

Thank you! – Ms. Rizvi

Please keep up to date with information  
and assignments by visiting the class  
website:

[www.freewebs.com/krizvi](http://www.freewebs.com/krizvi)

Use the student forum to ask questions!