

# ORAL COMMUNICATIONS



## Course Syllabus- Parent Form

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# Course Description

## **From Program of Studies:**

Oral communication is a form of empowerment. Come get empowered for business and for your personal life. It is essential to enhancing one's personal development, influencing one's world, and boosting one's career. Developing poise and self-confidence for interacting in a global society is imperative for the 21st Century. Students will learn speech vocabulary, articulation, pronunciation, listening skills, practice speech wording and delivery in order to become comfortable with communicating effectively and appropriately with various audiences. Communication ethics and protocol will provide insight on how this process comes together in today's workplace.

## **General Description**

The focus of this course is to gain an appreciation for (through practice and performance) the importance of communicating effectively through verbal and written expression in a high school community and beyond. Speech Communication is an introductory course where you will learn to speak effectively in both formal and informal situations. You will develop insights into the structure and purpose of the basic speech process and appreciate the importance that speech plays in daily living.

**Speaking assignments in this course are designed to assess student learning in the areas listed below. After completing this course, you should be able to:**

1. Plan and prepare speeches that inform, persuade, entertain, demonstrate or fulfill the needs of a special occasion;
2. Use presentation aids to enhance your speeches;
3. Outline your speeches in a logical and thorough fashion;
4. Conduct meaningful research on a variety of topics;
5. Analyze your audience and design speeches to reflect your analysis;
6. Evaluate speeches based on a variety of verbal and non-verbal criteria;
7. Listen effectively, regardless of your interest in the subject matter;
8. Understand and explain the communication process.

**Developing speeches and presenting them can be intimidating and cause anxiety. Don't worry, this course will take you step-by-step through the process and you will learn the techniques and tools to help ease your anxiety of public speaking.**

**In this course, the student will from time-to-time video tape themselves presenting.**

(please refer to their agenda book/student handbook for MPS media policy)

Technology used in this class:

- Google Doc
- Google Slide
- Google Classroom
- Nearpod
- Flip Grid
- Other online resources.



# Grading

- Speeches/Tests/Major Projects
  - = 80%
- Quizzes
- Minor Assignments
- Homework
- Notes
  - = 20%

\*percentages subject to change

Projects will be considered as either test scores or quizzes depending on their length and complexity. This will be disclosed to students upon assignment.

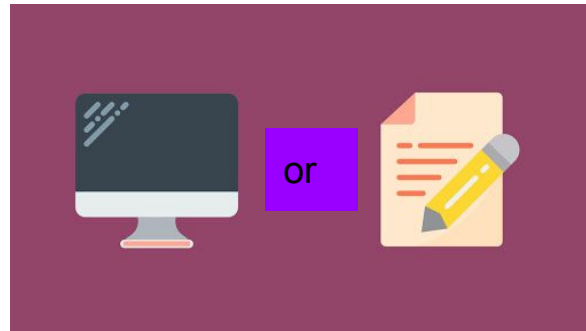


*It is the student's responsibility to make up any work missed due to absenteeism. All make-up work is to be completed within 1 week of the due date, after that a grade of 0 will be recorded.*

# Materials Needed for Course:

## Required Materials

- A journal (electronic/Google Doc or paper)
- Any additional materials required will be discussed in class.



# Electronics Policy H304



Cell phones/electronics have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the classroom, cell phones have become a distraction and interruption to the learning process to not only the cell phone user but to the students around them. Looking at a cell phone instead of giving one's full attention to the days lesson instruction and focusing on the daily classroom work can have a negative impact on student learning/grades.

1. Upon entering the classroom cell phones/electronics must be silenced and put away. Phones are not allowed on your desk, hands, or on your lap.
2. Cell phone use for the purposes of **texting**, **email**, **gaming**, **watching videos**, or **checking social media is not permitted** in this classroom.
3. If you need to **charge** your phone you can use the computer but the phone must be powered off and placed upside down and placed to the back of the monitor (front of the desk). Students must have/use their own charging cord.
4. While working independently on an assignment, you can listen to music, but **through the computer not your cell phone/electronic**. A few headphones are available to borrow. Music should not become a distraction or the privilege of listening to music in the classroom will be revoked.
5. If there is a serious need to leave your cell phone on, such as a family emergency, please put it on vibrate and let me know.
6. The use of headphones, earbuds, or any type of listening device in on or your ears is prohibited from the classroom, unless it is medically necessary. The only exception is headphones when listening to music (see item #4).

# Electronics Policy H304 - Consequences



## Consequences for violating the Electronic Policy rules:

- **First offense:** Verbal Warning
  
- **Second Offense:**
  - Phone is confiscated (placed in the electronics basket) and given back to the student at the end of class.
    - Or
  - Student places their phone in a brown paper bag and the bag is stapled closed.
    - If a student refuses either of the above options their house principal and/or parents will be notified. Sending the student to the house office may also occur.
  
- If a student repeatedly violates the above rules a meeting with house principal and/or parents will occur.



# Rules of Virtual Meetings

(attendance is important and required)



1. Enter using your real name
2. Be mature and respectful throughout the conference
3. Keep your video camera turned ON
4. Mute your microphone when you are not talking
5. Speak up and No eating
6. Stay seated and present
  - a. Use attentive body language and sit up
7. Leave the keyboard and other devices alone
  - a. Use paper and pen to take notes
  - b. No texting or other phone calls during the meeting
8. Dress appropriately
9. Do not to share links to video meetings; do not record any meetings or any pre-recorded lecture videos; do not share any recordings of this course

10. Be aware of your surroundings
  - a. Avoid messy rooms
  - b. Turn on lights
  - c. Find a quiet location

## Other Tips:

- Speaker/teacher can be pinned to help keep focus
- Keep Chat open to follow questions. Keep conversations to the topic.
- Cheating online is no different than cheating while in the school building or in the classroom. Cheating is not tolerated. A zero will result for all parties involved.

**Please Visit the Course Website for  
additional information**

**horwitz.website**

**Click on “Oral Communications  
Homepage”**



Please select this link to sign a form acknowledging that you have reviewed these slides.



Link

(Link can also be found on course website)

- <https://horwitz.website>
- Oral Communication Homepage
- Links to Complete

If you have any questions, please email me at [bhorwitz@maldenps.org](mailto:bhorwitz@maldenps.org)