



**SPE21-16 Effective Public Speaking**  
Department of Communications and Performing Arts  
CUNY -- Kingsborough Community College

**Tue/Thur 11:30 am -1:00 pm at E112**

Syllabus Spring 2026

SPE2100-16 (46946)

Instructor: Lili Shi, Ph.D.

Phone: (718) 368-5179

Email: [lili.shi@kbcc.cuny.edu](mailto:lili.shi@kbcc.cuny.edu) (Emails are the most preferred way of communication. They are answered within 24 hours Mon –Fri.)

Class meetings: in-person, Tue/Thur 11:30 am – 1:00 pm

Classroom: E112

Office: E314

Office Hours: Tue/Thur 9:30-11:00; Zoom meetings are also available by appointments

“To come into the world is to begin speaking, to transfigure experience into a universe of discourse.”  
— Georges Gusdorf, *La Parole (Speaking)*. 1979

"The fish trap exists because of the fish. Once you've gotten the fish you can forget the trap. The rabbit snare exists because of the rabbit. Once you've gotten the rabbit, you can forget the snare. Words exist because of meaning. Once you've gotten the meaning, you can forget the words. Where can I find a man who has forgotten words so I can talk with him?"  
— Chuang-tzu, Chinese philosopher. Third Century B.C.

**Required Text:** Hamilton Gregory, *Public Speaking for College & Career 10<sup>th</sup> Edition or newer, or the Custom Edition for Kingsborough Community College*). The McGraw Hill Companies, Inc. **Any edition newer than the 10<sup>th</sup> is acceptable.**

**Optional Text:** Tucker, Barbara; Barton, Kristin; Burger, Amy; Drye, Jerry; Hunsicker, Cathy; Mendes, Amy; and LeHew, Matthew, "*Exploring Public Speaking: Edition 4.2*" (2019). Communication Open Textbooks. 1. <https://oer.galileo.usg.edu/communication-textbooks/1> (Provided on Course Site)

**1.Things You Need for This Course**

- This class meets in-person. But you will need a computer with Internet access to Brightspace, CUNY, Google, etc.
- An active KCC students account and KCC email to guarantee KCC library access.
- Textbook (see above). 10<sup>th</sup> edition or newer. Paper form or eBook.
- Software on computer to complete homework: Microsoft Office (required); Zoom; Prezi

(optional); Voicethread (optional).

- Preferably, a smart phone with Internet service downloaded with Brightspace student App to keep up with your progress and assignment grades.

## **2. Course Description and Learning Outcomes:**

In this course you will learn the basic elements for clear and effective public speaking. You will practice and study skills such as organizing information, researching and outlining speeches, developing ideas for a particular audience, using media for clarification and amplification of ideas, and speaking extemporaneously. You will review the history of public speaking, analyze speeches and bring together all basic elements of public speaking through their own presentation of formal and informal speeches to inform and persuade.

### **Learning Outcomes for Flexible Core: Creative Expression (Group C)**

- Gather, interpret, and assess information from a variety of sources and points of view.
- Evaluate evidence and arguments critically or analytically.
- Produce well-reasoned written or oral arguments using evidence to support conclusions.
- Identify and apply the fundamental concepts and methods of speech communication exploring creative expression.
- Analyze how arts from diverse cultures of the past serve as a foundation for those of the present and describe the significance of works of art in the societies that created them.
- Articulate how meaning is created in the arts or communications and how experience is interpreted and conveyed.
- Demonstrate knowledge of the skills involved in the creative process.
- Use appropriate technologies to conduct research and to communicate.

### **3. Assignments:**

### **Points:**

Introduction Speech	10
Demonstration Speech	15
Informative Speech	15
Persuasive Speech	20
One speech Outline	10
Discussion One	5
Discussion Two	5
Midterm Exam	10
Final Exam	10
Total	100

### **4. Grading Policy:**

A+ = 97 -100; A = 93 -96; A- = 90-92 ; B+ = 87-89; B = 83-86; B- = 80-82; C+ = 77-79; C= 73-76; C- = 70-72; D+ =67 – 69; D = 60 -66; F= 59 and under

## Speech Assignments

<i>Type of Speech</i>	<i>Length</i>	<i>Requirements</i>
<b>Introductory (10 points)</b>	3 minutes	
<b>Demonstrative (15 points)</b>	4-6 minutes	*Physical object(s), 1 source
<b>Informative (15 points)</b>	5-6 minutes	*1 visual aid, 3 sources
<b>Persuasive (20 points)</b>	5-6 minutes	*1 opposing view (and rebuttal), 1 visual aid, 3 sources

- **Self-Introduction Speech:** Present a 3-minute self-introduction speech that provides the audience with background information (personal background, professional experiences, hobbies, future goals, etc.).
- **Demonstrative Speech:** This is a 4-6 minute speech to explain how to do something or how something works. Objects or physical activity by the demonstrator must be exhibited. The speech must be instructive and present valuable and significant information. (e.g., how to make a PB&J does NOT meet this requirement). You are required to use at least ONE verbal citation/source for this speech.
- **Informative Speech:** This 5-6 minute informative speech of description, process or explanation must use at least one presentational aid. Remember, your goal is to teach, to explain, to help us understand, and to share important information, not to persuade us to your view or to a certain course of action. You are required to use at least THREE verbal citations/sources for this speech.
- **Persuasive Speech:** This is a 5-6 minute speech to influence thinking or behavior. Narrowing the topic is necessary and civility is important. Well-researched, logically organized views go the farthest in selling your position. An inclusion and rebuttal to an opposing view is required in your persuasive speech. Also consider your audience, regarding gender, religion, and other positions your audience may have. You are required to use at least THREE verbal citations/sources for this speech.

### **5. Attendance:**

Class will begin on time, and attendance will be taken at the beginning of each class. If you are not here when I call your name you are late. Students may miss 4 classes without penalty. After that, the student will be considered excessively absent and will receive a major reduction in their grade. In addition, two times tardy will count as one absence. It is the student's responsibility to make sure that they have been marked late instead of absent on the day of the lateness.

Reconsideration will not be granted after the fact. Students arriving more than fifteen minutes late will be considered absent for the entire class session. Students leaving class early will be marked absent for the entire class. Students are expected to actively participate in class activities and discussions in order to receive full participation credit.

### **6. Email and Communication**

Email is the best way to get in touch with me. You are required as an expectation of this class to regularly check your Kingsborough student email. I will be sharing announcements and communication to you through your KCC email and you will need this information to be successful in our class. You are free to reach out to me via email [lili.shi@kbcc.cuny.edu](mailto:lili.shi@kbcc.cuny.edu) anytime and can expect me to respond within 24 hours Monday - Friday. Emails sent during weekends and holidays will be responded by the next work day.

### **7. Late and Missed Work Policy**

Late work will only be accepted with professor approval, due to extenuating circumstances at a 10%-point deduction to your grade. I will evaluate these instances on a case-by-case basis. If you submit work after the due date without asking your professor first, you will receive a grade of zero.

Please follow the directions below if you anticipate your work will be late:

First submit a written request to your professor for a deadline extension before the assignment due date. Your extension request must state your name and course section, what assignment you are asking for an extension on, and why you are asking for an extension on that specific assignment. Once the professor responds to your email by approving your extension request, you will then have 48 hours (or an otherwise agreed upon timeframe) after her response to submit your assignment to through email.

I reserve my right to reject your extension request upon the following grounds:

- student shows a pattern of extension requests (more than 1 extension request)
- circumstances for extension request do not qualify as extenuating

## **8. Academic Integrity Policy**

Kingsborough Community College strives to promote academic integrity among students to help prepare them for their future endeavors. To reach academic success, one needs to uphold the 5 core values of honesty, trust, fairness, respect and responsibility. Failure to do so may result in charges of academic dishonesty. Academic dishonesty is prohibited by CUNY and Kingsborough Community College and is punishable by penalties, including failing grades, suspension, and expulsion. Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, internet plagiarism, obtaining unfair advantages, and falsification of records.

Sometimes, students plagiarize without knowing. Common self-blinded mistakes include but not limited to: pasting websites' film/speech summaries while introducing a film/speech; using your own previously credited work to earn credits (e.g. using your introductory speech or reading your History final as your informative speech), Please reach out to me if you need help citing a source responsibly.

## **9. Ethical AI Use**

AI could be used ethically and generatively for this course in the following ways:

- Brainstorming speech topics
- Brainstorming rhetorical strategies (e.g. metaphors, jokes, repetitions, etc.)
- Generating sample outlines
- Formatting outlines
- Organizing citations into APA or MLA styles
- Finding credible sources that support your speech's main points
- Polishing language effectiveness in the wording of your speech

AI **cannot** be use in the following ways:

- Writing your entire speech or large portions of your speech
- Writing your discussion posts
- Translating a speech you or others wrote in a different language
- Transcribing an online speech so that you can copy
- Making up non-existent sources as support

I as the instructor reserve my right to call for a one-on-one meeting with a student if I suspect AI overuse in their work. I highly advise that students include a footnote, either oral or written, in their work stating the exact ways how AI was used, if used. Example: "This speech outline and APA citation was organized with help of AI."

## **10. Disability and Accommodation Statement**

Students with disabilities will receive the reasonable accommodations to which they are entitled. If you have a documented disability and are registered with the Accessibility Center on campus,

please feel free to speak with me in private regarding your accommodation. All information will be kept confidential. The Accessibility office is located in Room D205 and can be reached via email at [aas@kbcc.cuny.edu](mailto:aas@kbcc.cuny.edu).

Kingsborough Community College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from Access-Ability Services at 718-368-5175

### **11. Religious Observances**

Students who anticipate missing a class or an assignment submission due to a religious or cultural observance is required to contact me before the due dates.

### **12. Classroom Conduct/Civility Statement:**

Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything which is said or discussed in the classroom, yet courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability are not accepted. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance, and civil in all aspects of human relations.

### **13. Title IX Statement on Preferred Name or Gender Pronoun:**

Kingsborough Community College is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of sex and gender-based discrimination. Kingsborough Community College is strongly opposed to all forms of sex and gender-based discrimination (including sexual assault, intimate partner violence, stalking, and sexual harassment) and is committed to providing support, resources, and remedies to individuals that have experienced sex and gender based discrimination. Faculty members are responsible employees under Title IX and must share information about sex- and gender-based discrimination with the Title IX Coordinator. Information about available confidential resources, support services, and reporting options can be found online [https://www.kbcc.cuny.edu/studentaffairs/student\\_conduct/title\\_ix.html](https://www.kbcc.cuny.edu/studentaffairs/student_conduct/title_ix.html)

### **14. IT Technical Support Information:**

This class meets in-person but uses Brightspace course site to share course documents. If you need technical support, please reach out to KCC IT Help Desk at [718-368-6679](tel:718-368-6679) or [helpdesk@studentskbcc.cuny.edu](mailto:helpdesk@studentskbcc.cuny.edu) Mon- Fri 8am-6pm and Sat – Sun 10am – 12pm.

### **15. Some Important Notes for Public Speaking Class**

- Mind your language in the classroom and online to provide a safe space for EVERYONE in the class regardless of race, ethnicity, gender, sexual orientation, physical and intellectual abilities. Racist, sexist, homophobic, name-calling and hate-inflicting comments, Gifs, and Memes are NOT acceptable. You will be reported to Dean of Students if this rule is violated.
- Disclaimer: my choice of texts, films, and other media texts do not represent my personal views. They are texts carefully chosen to provoke critical thinking and discussion.
- Being critical intellectually is different from hating something/someone emotionally. Opinions are open to dispute in this class, not character. “That was a racist statement/discourse” is an acceptable comment in class (that begs to be supported and explained). It is very different from “You are such a racist”, which is an unhelpful and hurtful verbal attack.

- **Other campus resources that support your success:** If you need help paying rent, filing taxes, legal assistance, immigration, credit/debt help, or financial counseling, please contact [Kingsborough Access Resource Center \(ARC\)](#) at (718) 368-5411.

SPE21-16 Effective Public Speaking (In-person)  
Spring 2026 Weekly Schedule

Date	Semester Week	Assignments
3/4-3/8	Week 1	-Ch 1: Basics of Public Speaking -Activity: 'Favorite Quote' mini-speech -Assign Speech One: <i>Introductory Speech</i>
3/9-3/15	Week 2	-Ch 1 Part II: Managing Anxiety - In-class Speaking Activities
3/16-3/22	Week 3	- <b>Speech One due:</b> Introductory Speech presentations (12 presentations per class period) -Assign Speech Two: <i>Demonstration Speech</i>
3/23-3/31 (1.5 calendar weeks)	Week 4	-Ch 2: Audience Analysis -Ch 4: Developing Topics -Ch 9: Presentation Aids - <b>Discussion One on Brightspace Due</b>
4/1- 4/12 (Spring Break)	Week 5 & 6	
4/13-4/19	Week 6	- <b>Speech Two due:</b> Demonstration Speech Presentations (12 presentations per class period) - Assign Speech Three: <i>Informative Speech</i>
4/20-4/26	Week 7	-Ch 5: Researching Your Speeches -Ch 6: Organizing and Outlining -Ch 7: Supporting Your Speech Ideas -Speaking Excises -Midterm Review (Chapts 1-7)
4/27-5/3	Week 8	- <b>Midterm Exam</b> -Ch 8: Introduction and Conclusion
5/11-5/17	Week 9	-Ch 12: Informative Speaking -In-class Speaking Excises
5/18-5/24	Week 10	- <b>Speech Three due:</b> Informative Speech Presentations (12 presentations per class period)
5/18-5/24	Week 11	-Ch 13: Persuasive Speaking -Ch 14: Logical Reasoning -Assign Speech Four: <i>Persuasive Speech</i> -Persuasive Speaking Excises
5/25-5/31	Week12	-Ch 10: Language; Ch 11: Delivery -Final Review - <b>Discussion Post Two</b>
6-1-6/9	Week 13+	- <b>Speech Four Due:</b> Persuasive Speech

<b>Last Day of Class: 6/9</b>		Presentations (12 speakers per class period)
<b>6/11-6/17</b>	Final Exam Period	

*This syllabus is subject to change and update.*