



Communication Studies 111 Voice and Articulation (3) UC:CSU (Section 4880)

Tuesday/Thursday: 5:10-6:35PM General Classroom 320

Dr. Iris L. Maybruck, Adjunct Professor, Communication Studies, Language Arts

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Office Hours: Thursdays: 4:30-5:00 PM in Room 280 of General Classroom Building or by appointment; You are also welcome to call me at the above phone number and request a call-back or you can e-mail me. You will usually get a response from me within 24-36 hours; if you don't, please call and leave a phone message at the number listed above.

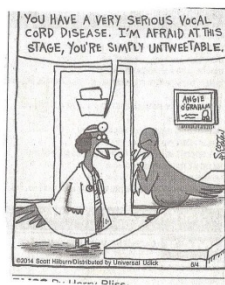
Dear Student:

One's voice and diction, whether it is in a one-on-one interpersonal situation, answering the phone for business or personal needs, making a presentation for personal or business purposes, giving a news presentation on radio/TV, or acting in a movie/theatre is an integral part of who we are as human beings.

It is important that we put our best effort in communicating with others to make a good impression and to be understood.

As a Speech-Language Pathologist, a Language Arts Professor, and a Communication Coach, I come in contact with individuals daily who, if they would improve their voice and diction habits, would also immeasurably add to their success personally as well as professionally.

I commend you for electing this course, and I will strive to assist you to make whatever gains you elect to make with our partnership



Course Description

This introductory course gives students the opportunity to practice proper methods of voice production, accurate articulation and enunciation of Standard Spoken American English. The IPA (International Phonetic Alphabet) is taught as a means of identifying sounds and enhancing listening skills.

Required Text

Mayer, Lyle V. Fundamentals of Voice and Articulation 15th Edition 2013. McGraw-Hill.
ISBN-13: 978-0-07-803679-8
ISBN-10: 0-07-803679-8

Recommended Text

Cooper, Morton Dr. Change Your Voice Change Your Life Wilshire Book Company 9731 Variel
Avenue Chatsworth, Ca. 91311-4315. ISBN: 0-87980-441-6

Other Required Items

A digital recorder to tape your progress (can be video/audio or both) or your phone if it has recording capabilities

Please note that all of these texts are in the Reserve Section of the Library

Institutional Learning Outcomes

Communication: Be able to practice proper methods of voice production, accurate articulation of Standard Spoken English, having learned the mechanics of speech and voice production. For those interested in the Theatre, learning the various elements of theatre speech; quality, strength, timing, and pitch.

Speech Program Objectives

- Employ volume, pitch, speaking rate, pausing, vocal variety, pronunciation, articulation, body language, facial expression, eye contact, and gestures, and other delivery strategies
- Employ relaxation techniques to prepare for delivery

Student Learning Outcomes (SLOs)

- At the end of the course the successful student will be able to explain the components of appropriate voice and diction.
- At the end of the course, the successful student will be able to prepare and deliver a well-paced 5-8 minute oral presentation with appropriate voice and articulation components.

Content And Scope

- Learn mechanics of voice and speech production via anatomy
- Learn standard spoken English via the IPA (International Phonetic Alphabet)
- Learn theatre speech and voice production as compared with regular speech and voice production
- Learn relaxation techniques to prepare for delivery whether it be for personal, business, or theatrical use
- Learn how to make eye contact
- Learn presentation techniques to ease delivery
- Learn and understand the following voice and articulation terminology (you may be given additional terms to add to this list during the semester): voice quality, loudness, articulation, IPA, consonants, vowels, diphthongs, pitch, range, intonation, stress and emphasis, rate, duration, phrasing and pauses, material interpretation, unobtrusiveness and appropriateness, pronunciation
- pacing, eye contact, relaxation techniques ,breathing and voice improvement techniques

Instructional Methods

This course is taught using a variety of instructional methods which include lecture, class discussion, demonstration and participation in required activities designed to assist you to learn and integrate appropriate voice and diction techniques, along with pop quizzes, a midterm and final evaluating this knowledge. Some on-line work may be included also. You will be notified of this in advance.

Student Responsibilities

- Participation in class discussion/lectures
- Participation in class activities to improve voice and diction
- Participation in an initial voice and diction analysis
- Participation in voice and articulation activities
- Final voice and articulation presentation indicating voice and articulation improvement
- Taking pop quizzes, a midterm, and doing a final oral presentation designed to test your growth in voice and articulation

Course Resources

- Participation in class activities
- Participation in individual meeting with class professor
- Participation in Initial voice and diction analysis with written feedback
- Participation in presentations with written feedback
- Participation in a final voice and articulation presentation with written feedback
- Office hours listed above and/or contact professor via e-mail/etudes (when activated)/phone

Course Schedule

This professor may change this schedule depending upon the class needs and potential use of Etudes. You will be notified in advance of all changes to write in your syllabus.

The class dates and general assignments are as follows:

- September 2 - Syllabus Discussion and specific assignments: Copy Page 287-288 from text and complete it, sign up for individual meeting with Professor to discuss this assignment
- September 4 – Overall Discussion of Voice, Articulation, IPA
- September 9, 11, 16, 18, 23 – Chapters 1-5 of Text- Discussion and Exercises; work on checklists 1-6, Appendix B of text
- September 25 (Midterm: 20 Questions: 10 T/F and 10 Multiple Choice; bring a scantron and a #2 Pencil; A Substitute will administer the test)
- September 30, October 2,7,9 (Substitute; Assignment; choose a partner and complete Analysis Chart 1, Page 289, Text), 14, 16 (Substitute; Choose another partner and complete Analysis Chart I, Page 289, Text), 21, 23, 28, 30 – Chapters 6-9 plus Appendices of the text; Discussion of IPA (consonants, vowels, diphthongs, expressiveness, which includes vocal monotony, rate, duration, phrasing and pauses, and work on Checklists 7-17, Appendix B of text; Pop Quiz 1, Professor Use of Analysis Chart 2 to evaluate your presentations-to be assigned
- November 4,6,11,13,18,20,25,27 (Thanksgiving) – Classroom presentations, Pop Quiz 2, Professor Use of Analysis Charts 3-6, pages 293-299
- December 2,4,9,11,18 Continuation of work on voice and articulation and final oral presentations using form on Page 301 of the text

Grading Policy

Your final grade will be based on total points earned in the course. You will be graded in the following areas:

- In-Class Participation: 30 Points
- Individual Meeting with Professor with Completed Required Voice and Speech Profile-42 Points
- Presentations and/or Assignments-note checklists worth 108 Points:
 - breathiness (Page 259)-7 points
 - stridency, harshness, and vocal fry (Page 261)-10 points
 - nasality and denasality (Page 263)-7 Points
 - throatiness (Page 265)-4 Points
 - glottal shock (Page 267) -3 Points
 - loudness (Page 269)-9 Points
 - plosives (Page 271)-6 Points
 - glides (Page 273)-5 Points
 - nasals (Page 275)-3 Points
 - fricatives and affricates (Page 277)-11 Points
 - vowels (Page 279)-14 Points
 - diphthongs (Page 281)-9 Points
 - expressiveness (Page 283)-5 of these at 4 points each=20 Points
 - Tests:
 - Midterm: 40 Points (10 T/F and 10 Multiple Choice Questions; bring scantron and #2 pencil)
 - 2 Pop Quizzes 10 questions each 5 T/F and 5 Multiple Choice Questions; have 2 scantrons at the ready for this throughout the semester: 10 Points each for a total of 20 Points
 - Individual Presentations (Charts 1-6, Pages 289-299, Text) worth 48 Points
 - Chart 1-10 Points (Page 289)
 - Chart 2-14 Points (Page 291)
 - Chart 3 - 4 Points (Quality, Page 293)
 - Chart 4 - 6 Points (Loudness, Page 295)
 - Chart 5 - 6 Points (Articulation, Page 297)
 - Chart 6 - 8 Points (expressiveness, Page 299)
 - Final Oral Performance:
 - Final Oral Performance page 301-70 Points
 - ❖ Total Number of Points: 358
 - ❖ Grade Calculation:
358-322 = A

321-286 = B
285-251 = C
250-215 = D
Below 215 = F

Please note if there are any changes in the above information, you will be informed so that you can make changes in your syllabus. This will also be given to you in writing.

Please bring your text and syllabus to class with you daily to fully participate in the day's activities

Class Policies

Attendance required at First Class Meeting!

Protect your seat by attending the first class meetings. Students not present when the roll is called during the first class will be dropped from the class by this professor, making these seats available for other students requesting to add the class (see "Schedule of Classes"). Please note if you come to the first day of class, but miss the second day of class, you may also be dropped.

Academic Dishonesty Policy

Board Rule 9803.28 states: "Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume ones' identity for the purpose of enhancing one's grade. For more information on the standards of Student Conduct refer to the college catalog available in hardcopy and online at www.lattc.edu."

Dropping the Class

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). It is your responsibility to drop the class. Failure to drop will result in an "F" in the class.

Disabled Student Services

If you know or think that you have any learning or physical disabilities, please contact this professor. You should also contact the Disabled Student Programs and Services (DSPS) Office in HRLC 121 at (310) 287-4486.

Instructional Support (Tutoring) and Learning Skills Center

You may require additional assistance to work on the requirements for this class, such as studying for quizzes, the midterm, and the final, receiving help in writing the term paper and/or your diary, and working on the various techniques given to you in class to improve your voice and articulation. For this, you are encouraged to contact Heldman Learning Resources Center (HLRC) (310) 287-4486 and request a speech tutor. You are encouraged to speak with this professor privately about your needs during her office time, or if this is not convenient, to request to see her at another day/time, speak with her on the phone, or communicate with her via e-mail.

3 Attempts to Pass

“In the past, a student at any LACCD college could have attempted to pass a class up to 7 times. Up to 4 ‘W’s and up to 3 ‘D’ and/or ‘F’ grades were permitted. Effective July 2012, the rule changed. A student may only attempt to pass the same class 3 times. Receiving a ‘W’, ‘D’, or ‘F’ counts as attempting to pass the class. Students who unsuccessfully attempt a class 3 times but still want another opportunity to pass the class will have to enroll in the class at a non LACCD campus or go through the appeal process with Admissions” (Fall 2012 Schedule of Classes, Page 128)

Passing the Course

In order to pass the course, all assignments must be completed, meet course standards, and be delivered on deadline.

In-Class Participation

You are expected to actively participate in each session. Participation in class includes, but not limited to questions about course material, engaging in class discussion, and being a courteous student. Due to the nature of this class, attendance is crucial to participation.

Students are expected to attend class, be prompt and remain in class for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class, and may be withdrawn by this professor if this behavior is observed.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to the Schedule of Classes).

Please help us keep the classroom and campus grounds clean. No food or beverages except for water, is permitted inside instructional classrooms/labs. Please use the receptacle to dispose of trash.

Please note the following:

- There are no excused absences (please do not give this professor written excuses)
- Attendance will be taken promptly at the beginning of each class.
- Being absent, late to class, or leaving class early will result in a deduction of 4 points in the in-class participation portion of your grade.
- If you miss class more than the number of times the class meets per week, or have spotty absences such as one (1) absence per week for a two (2) week period, you risk being excluded, in accordance with college policy, This class meets two (2) times a week. It is also the professor's discretion to drop you if your attendance is sporadic.
- Participation means that you attend each class meeting and make a meaningful contribution. This includes full participation in class discussions and activities, respecting others, and always being courteous.
- Some class time may be used to complete coursework. Students are expected to be fully prepared to do this work in class. Students who aren't prepared to do this will be considered as not being ready to participate in the day's activities.
- Mobile technology (cell phones, iPods, laptops, notebooks, etc.) must be turned off and put away (not on your desk) at the beginning of class-no exceptions! Talking and texting on cell phones not only distracts you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and will not be tolerated. Students who are talking/texting will be asked to leave the classroom and 4 points will be deducted from their participation. Also please note that Education Code 78907 prohibits anyone in a classroom from using any electronic listening or recording device without prior consent of the instructor.
- You will always be called on by the professor. There are no sign-ups for days to present in this class. When you are given an assignment, make certain you are ready to present on that day as you may be called on. If this is not done, you run the risk of getting a failing grade for that effort.

Deadlines

You are implored not to wait until the last minute to do your assignments, preparation for presentations, preparing for pop quizzes, midterm, and final presentation

Students who are absent from class on the day of their presentation will not be allowed to do a make-up and will earn “0”points for these requirements. Please observe all deadlines. This is a fast-paced course that has 30 meetings. You will derive the most benefit if you endeavor to carry out the course requirements as stated.

Thoughts about the Required and Recommended Texts

The required text stated above will assist you in the following ways:

- To assist you to learn the course objectives, take quizzes, take the midterm, and participate in various required activities before the class.
- To help you to participate in group and individual class activities
- As sources to assist you in preparing your class presentations and to help you with your outside practice

Other Library/Learning Center Information

You will be informed about any information that will be put on reserve for you to listen to/view in either the Library and/or the Learning Resource Center which will contribute to your voice and articulation improvement.

Additional Review

Make certain you keep all of your professor’s evaluations which will include all the pop quizzes and presentations, along with your evaluations from this professor given to you throughout the semester. A good idea is to keep them with your syllabus and any handouts Remember a loss of any of these presentations once they are handed back to you will result in point losses if the professor asks to see these papers. See Grading Policy above.

Additional Guidelines

This class is primarily a performance class though there will be a midterm and pop quizzes in order to ascertain your knowledge of important voice and articulation terms necessary for your growth in this area, whether it be in your personal life, your business, or in some area of the communications field, such as radio, television, or the theatre.

If you have to miss class, please make certain you have a buddy to call to get the assignment. You are responsible for class material even if you are not in class.

Remember, you must turn in a typed copy of your presentation material to this professor to assist her in evaluating your endeavor if she requests this when assigning certain presentations.

All presentations must conform to a time limit that will be discussed by the professor at the time of the assignment based on the number of students in the class.

You are required to give your presentations at the scheduled time and you will be called on by this professor. In any event, Dr. Maybruck will be the one to call on you to present during the days she will give you for these presentations. If you aren't in class when you are called on, you will automatically receive an "F".

Final Thoughts

You can be successful in your voice and diction improvement if you follow the guidelines that are listed in this syllabus.

Please note that at any time you have questions or concerns, please speak with me in class, e-mail me, or phone me.

We may also have some guest speakers, depending on their availability. If we do, you will be given an assignment which will reveal what you learned from this presentation. This, of course, must also be typed and handed in the next class session. An announcement will be made in class to alert you of this, if this takes place. This assignment would constitute one of your assignments and a written confirmation of this will be given to you along with the evaluation form you will use to observe this speaker.

The best to you this semester in improving your voice and diction.

Again, if at any time you have concerns about how you are doing in the course, or what you can do to improve your voice and articulation that you might not want to discuss in front of the class, you are invited to e-mail me, make an appointment, or call me.

Thank you for the opportunity to teach you this semester.

Student Acknowledgement of Communication Studies 111

Voice and Articulation

(Please return to professor)

I _____, have completely read this syllabus and understand and agree to the course requirements."

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, and observance of religious holidays.

*Special needs or circumstances:

Printed Name: _____

Signature: _____ Date: _____

Contact Phone Number: _____

E-mail: _____

*Must be co-ordinated with the DSPS office (Disabled Student Programs and Services Office) See reference in the syllabus.