



JAKE'S
ACADEMY OF PUBLIC SPEECH
(An endeavor of J & S academy Inc.)

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CLASS ROOM PROCEDURES & MATERIALS

I MATERIALS

- A. One 3 ring binder(1 inch) to keep all assignments and home works
- B. 2 ruled marble note books(for class notes , vocabulary)
- C. One double pocket folder
 - Note books and binder will be periodically spot-checked to determine that information is up-to-date and in order
- D. Writing utensils: pen (black or blue only) or pencil.
 - Only blue or black pen or typed, not marker, will be accepted for home works or assignments handed in).

ALL MATERIALS MUST BE BROUGHT TO CLASS EVERY DAY

II ASSIGNMENTS

- A. All work will be handed in on the due date with a grade deduction for each day late.
- B. Absences: Students are expected to make up all missed class work as well as missed assignments. Please see me at the beginning of your first day back to find out what you missed. If you are going to be out for two or more classes you have to take makeup classes by special appointments.
- C. Headings: all assignments to be handed in must have a proper heading:
NAME: _____ DATE _____
ASSIGNMENT _____
 - Any written assignment without the appropriate heading or not in black or Blue ink will lose 5 points.
- D. Online assignments must be submitted in the time due. Also you have to bring a printout of the same in the next class.

III GRADING

Tests---30% Quizzes---15% Homework---15%
Class performance and discipline---40%

IV CLASS ROOM REGULATIONS: "FOUR P's"

- Prompt- Be in the class on time.
- Prepared- bring all materials and be ready with your home works and assignments.
- Positive- Be positive. Yes, you can be a wonderful speaker.
- Polite- Respect classmates and instructors, raise your hands for questions or comments.
