COURSE NAME: Public Speaking

COURSE NUMBER: COM*173

CREDIT: 3

CATALOG DESCRIPTION: Methods to improve effective speaking through study of pronunciation, diction, voice usage, and vocabulary. Through extemporaneous and other talks, efforts will be made to improve confidence, organization of ideas, and effective delivery. Topics might include listening skills, control of nervousness, and the speaker's self-consciousness.

PREREQUISITE: ENG *101

COURSE OBJECTIVES:

General Education Competencies Satisfied:
HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

☒ **ORAX**   **Oral Communication in English**

Embedded Competency(ies):

CONX	**Continuing Learning & Information Literacy** (Outcomes ☒ 1 ☒ 2 ☒ 3 ☒4)
ED	**Appreciation of the Ethical Dimensions of Humankind** (Outcomes ☒ 1 ☒ 2 ☒ 3 ☒4)
WCIII	**Written Communication in English III** (Outcomes ☒ 1 ☒ 2 ☒ 3 ☒4 ☒5)

Discipline-Specific Attribute Code(s):
None

Course objectives:
General Education Goals and Outcomes:
☒ **Oral Communication in English** (*for CSCU Transfer Degree Programs*)**:** Students will be prepared to develop oral messages of varying lengths and styles that communicate effectively and appropriately across a variety of settings.

Embedded Continuing Learning & Information Literacy: Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.

1. ☒ Demonstrate competency in using current, relevant technologies to solve problems, complete projects, and make informed decisions.

2. ☒ Access, navigate, identify and evaluate information that is appropriate for their need(s) and audience(s).

3. ☒ Synthesize information to broaden the knowledge base and produce both independent and collaborative work.

4. ☒ Evaluate the economic, legal, ethical, and social issues surrounding the access and use of information and relevant technologies.

Embedded Appreciation of the Ethical Dimensions of Humankind: Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.

1. ☒ Respond critically to ethical issues.
2. ☒ Apply appropriate concepts and terminology in identifying ethical problems, proposing and defending solutions to them.
3. ☒ Apply standards and practices of scholarship, research, and documentation to defend positions and beliefs, including reevaluating beliefs in light of unforeseen implications or new evidence.
4. ☒ Recognize the value of creative, collaborative, and innovative approaches to problem-solving, including the ability to acknowledge differing points of view.

Embedded Written Communication in English III: Students will be prepared to develop written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.

1. ☒ Respond to Rhetorical Situations
2. ☒ Use Sources
3. ☒ Craft Logical Arguments
4. ☒ Apply Language Conventions
5. ☒ Formulate Effective Writing Strategies

COURSE SPECIFIC OUTCOMES:

1. Understand Public Speaking
   1.1   Understand what it means to be a public speaker
   1.2   Determine how to balance communication resources to speak effectively
2. Listening
   2.1   List and practice effective listening skills
   2.2   Summarize the guidelines for providing constructive feedback
   2.3   Recognize listening pitfalls
3. Speaking Ethics
   3.1   Recognize the ethical implications of choices throughout the speech-making process
   3.2   Apply appropriate concepts and terminology in identifying ethical problems, proposing and defending solutions to them
   3.3   Demonstrate how public speakers respect the integrity of their core values, the audience and ideas
   3.4   Describe the benefit of a balanced use of language, emotional appeals, and persuasive arguments
   3.5   Apply standards and practices of scholarship, research, and documentation to defend positions and beliefs, including reevaluating beliefs in light of unforeseen implications of new evidence.
4. Addressing Speech Anxiety
   4.1   Demonstrate an understanding of public speaking anxiety
   4.2   Recognize the need to re-conceptualize the audience in managing anxiety
   4.3   Develop a plan to manage public speaking anxiety
5. Topic Selection
   5.1   Identify a speech topic that is appropriate to the audience and the situation
   5.2   Discuss the general purpose and specific purpose of the speech and the desired outcome
   5.3   Develop a clear thesis
6. Audience Analysis
   6.1   Seek audience information
   6.2   Analyze demographic information to determine audience values, beliefs and attitudes
7. Research
   7.1   Develop a research strategy to gather credible information from a variety of sources
   7.2   Demonstrate how to gather credible content from a variety of sources
   7.3   Cite sources using standard MLA or APA format - discipline specific
   7.4   Demonstrate an ability to cite sources verbally, to identify the source of material and establish the credibility of that source
8. Transform Ideas into Speech Points
   8.1   Gather promising ideas and information

8.2   Select main points that correspond to the thesis
9. Organize and Outline
    9.1   Recognize organizational patterns for main points
    9.2   Group subpoints
    9.3   Develop MLA formatted outline
    9.4   Demonstrate the ability to use concise language, parallel in structure for main and subpoints
10. Introductions and Conclusions
    10.1   Develop an effective introduction
    10.2   Create a conclusion that provides logical and psychological closure and allows the speaker to end memorably
11. Supporting Materials
    11.1   Differentiate between factual and hypothetical concepts
    11.2   Demonstrate appropriate use of statistical evidence
    11.3   Demonstrate assembly of sources and citing them clearly
12. Language and Style
    12.1   Distinguish what makes oral style different from written style
    12.2   Develop the ability to use clear, vivid, and varied language
    12.3   Apply language conventions including diction, tone, pronunciation, grammar, articulation, coherence, unity and non-verbal behaviors
13. Informative Strategies
    13.1   Explain techniques that help listeners acquire, process, and retain information
    13.2   Demonstrate ways to help listeners understand the speech
14. Persuasive Strategies
    14.1   Clarify and analyze persuasive goals
    14.2   Organize points for impact
    14.3   Summarize how to deal with opposing arguments
15. Practice Techniques
    15.1   Demonstrate the ability to make improvements through practice sessions
    15.2   Understand how to prepare speaking notes
    15.3   Adjust the speech to fit the time limit
    15.4   List procedures for avoiding pitfalls
    15.5   Write a self-analysis to describe speaking ability
16. Vocal Delivery
    16.1   Demonstrate an ability to use vocal variety to communicate effectively
    16.2   Demonstrate an ability to use standard pronunciation
    16.3   Identify and correct distracting vocal characteristics
17. Physical Delivery
    17.1   Demonstrate how to project confidence through physical delivery
    17.2   Demonstrate how to add interest through physical delivery
18. Presentation Aids
    18.1   Plan presentation aids
    18.2   Develop clear and manageable aids
    18.3   Integrate aids into the delivery
    18.4   Demonstrate the effective use of presentation software and equipment
19. Working Collaboratively
    19.1   List ways to build a productive team
    19. 2   Apply techniques of team effectiveness
    19.3   Assess the quality of team work
    19.4   Develop techniques to deal with problem behaviors in teams
20. Delivery methods
    20.1   Develop familiarity with various methods of delivery, such as extemporaneous, impromptu, manuscript, and memorization
    20.2   Demonstrate confidence and competence in extemporaneous delivery
    20.3   Demonstrate an ability to design minimal and effective notes for use during a speech
    20.4   Demonstrate an ability to use notes effectively during a speech