Course Syllabus

Department: Visual & Performing Arts

Date: 3/8/12

I. **Course Prefix and Number:** COM 110

   **Course Name:** Public Speaking

   **Credit Hours and Contact Hours:** 3 credit hours and 3 contact hours

   **Catalog Description including pre- and co-requisites:**
A primary objective of the course is to develop skill in oral communication by helping the student to understand the principles of good public speaking: organization, audience analysis, language, and presentation techniques. Emphasis will be placed on the development of self-confidence.

II. **Course Outcomes and Objectives**

   **Student Learning Outcomes:**
1. Develop a specific speech purpose and thesis statement adapted to the speaker, audience, and situation.
2. Construct a speech supported by sufficient, credible forms of evidence and proof.
3. Deliver that speech before an audience in a style and manner that will make the audience want to listen and believe the speaker and his or her message.
4. Critically evaluate the communication of others both in the classroom and elsewhere.
5. Explain the listening process and improve their listening skills.
6. Develop the self-confidence needed to speak in front of an audience.
7. Utilize computers and other technologies in a speech presentation.

   **Relationship to Academic Programs and Curriculum:**
This course provides basic, practical experience in preparing, organizing and making speeches for various occasions. The course meets the oral communication requirements for a number of programs at Finger Lakes Community College and at four-year colleges and universities.

   **College Learning Outcomes Addressed by the Course:**
- ☑ writing
- ☑ oral communications
- ☑ reading
- ☐ mathematics
- ☐ ethics/values
- ☐ citizenship
- ☐ global concerns
- ☑ information resources
III. Instructional Materials and Methods

Types of Course Materials:

Textbook(s)

Methods of Instruction (e.g. Lecture, Lab, Seminar ...):

Lectures, discussions, audio-visual materials, and student presentations of speeches.

IV. Assessment Measures (Summarize how the college and student learning outcomes will be assessed):

Assessment measures
1. Participation in class activities designed to demonstrate understanding and application of basic concepts. (oral communications, reading, critical thinking)
2. Written examinations and/or quizzes over the contents of the assigned readings. (oral communications, reading, critical thinking, ethics/values)
3. Delivery of prepared speeches in class, conforming to the requirements for each speech. (oral communications, critical thinking, ethics/values, information resources)
4. Completion and submission of outlines and other written assignments (e.g. critiques of self and other students, etc.). (oral communications, critical thinking)

V. General Outline of Topics Covered:

A. Introducing Public Speaking
   1. Communication Process
   2. Communication Apprehension
   3. Listening

B. Preparing the Speech
   1. Audience Analysis and Adaptation
   2. Topic Selection and Credibility
   3. Purpose and Thesis Statements

C. Developing the Speech
   1. Research and Supporting Material
   2. Organizing and Outlining the speech

D. Presenting the Speech
   1. Language and Delivery techniques
   2. Presentational aids
E. Speeches for Various Occasions
   1. Speaking to Inform
   2. Persuasive Process and Argument
   3. Special Occasion Speaking