

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: ORAL COMMUNICATIONS

Code No.: FOR 366-2

Program: FISH & WILDLIFE/PARKS/FOREST MANAGEMENT


Semester: V

Date: JANUARY, 1989

AUTHOR: H. COOPER

New: \_\_\_\_\_ Revision: X

APPROVED:

  
Chairperson

Jan 17/89  
Date

CALENDAR DESCRIPTION

ORAL COMMUNICATIONS

FOR 366-2

\_\_\_\_\_  
Course Name

\_\_\_\_\_  
Course Number

PHILOSOPHY/GOALS:

Seminar - a small class at college for discussion and research;  
- a conference of specialists.

The major objective of this course is to improve oral communication skills. Most of the labs will be directed towards meeting this objective. In these labs, every student will be assigned at least one oral communication duty each session, such as: chairing the entire lab session; introducing speakers; preparing and introducing impromptu speeches; giving a prepared speech; conducting a seminar; evaluating other students; and carrying out other miscellaneous tasks.

METHOD OF ASSESSMENT (GRADING METHOD):

Presence and Participation (attendance)	- 45%
Two short speeches	- 35%
Other duties (chairperson, impromptus, etc.)	- 20%
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	100%

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APPROVED:

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A high mark is apportioned to participation because a student will benefit from this type of instruction and format only by being present and participating seriously.

Accordingly: - Each unexplained absence in excess of 1 - loss of 10 marks  
- Each explained absence in excess of 1 - loss of 5 marks  
(maximum of 10 for explained)

A+= 90% - 100%  
A = 85% - 89%  
B = 75% - 84%  
C = 60% - 74%

A TYPICAL EFFECTIVE COMMUNICATION LABORATORY

1. A student chairman is in charge of the entire session - introduces the other participants as they are scheduled; has control of the meeting while at the lectern. Control is asserted by rapping the gavel.

A "Chairman's Guide" sets out the detailed order of the programme.

2. The general programme will be as follows:

- chairman's introductory remarks and announcements
- impromptu speeches - first portion
- three speeches
- evaluations
- five-minute recess
- impromptu speeches - second portion
- three speeches
- evaluations
- closing remarks and next week's assignments
- adjournment

3. When the impromptu speech chairman and the two speech moderators are conducting their portions of the programme, they are in control of their portion of the meeting and may use the gavel, if necessary, to keep the meeting orderly.

No one else has control of any part of the meeting. Everyone must address the chairman in control before speaking.

4. The impromptu speech chairmen and speech moderators have separate detailed instructions for their guidance.
5. Student evaluators will be called upon to give brief evaluations of individual speakers. They should concentrate on:
  - one or two strong points
  - one or two weak points and, most important, give suggestions to improve these weak points.
6. The instructor will give a critique of the session in general and pick out specific strong and weak points of some of the participants.
7. The lab will take a full two hours and must start on time and progress in an orderly manner. The latter is the chairman's responsibility.
8. Procedures will be precisely monitored by a timer who is equipped with a stop-watch, flashing lights, and a loud buzzer.

CHAIRMAN OF THE MEETING - DUTIES

1. Ensure presence of chairman of impromptu speaking and moderators of prepared speeches. Arrange substitutes if any are unavoidably absent.
2. Provide substitute for self if unavailable.
3. Arrive as early as possible; arrange seating for participants. Head table will normally consist of the four chairmen.
4. Conduct session.

SPEECH MODERATOR - DUTIES

1. Contact scheduled speakers to ensure their presence and to discuss introductions (see tips on introducing speakers). Obtain their speech title. Arrange for substitute if a scheduled speaker is unavailable.
2. Contact the scheduled student evaluators to remind them of their assignment.
3. Introduce speakers and evaluators.

YOUR FIRST COMMUNICATIVE CHALLENGE - ESTABLISH YOUR PURPOSE

1. The first goal is to get rid of some of the nervousness which bothers you when you face an audience. "Stage fright" is a normal reaction for the inexperienced speaker. Try hard not to worry about your voice or your hands or your bodily posture; don't worry, either, about whether you might forget some things you planned to say. Think of your listeners as normal human beings, much like you, and of how you can influence their thinking about your subject.

When you yourself are in the audience, you actually are just one person and you want to know what the speaker has to say that will be of interest and value to you. Everyone sitting before you is reacting just as individually and just as normally as you do when you sit there. Speak, then, as you like to be spoken to. If you feel nervous, this is entirely normal -- for so do all speakers, even experienced ones. Try to think of why you are speaking and of what you want to accomplish.

2. The second goal is to develop a sense of earnestness and conviction which will make your speech impressive. The two go together. A good starting point in communication and leadership is to train yourself to think always in terms of what purpose you wish to accomplish.

When you speak to a group of people, you do not just talk about a subject; you direct your remarks to trying to get your listeners to accept your own point of view about it.

Your speech should reflect conviction and sincerity and both your preparation and your delivery should be dominated by the purpose you wish to accomplish. Why are you talking about your selected subject? How do you feel about it? What do you want your listeners to think or feel or do about it?

CHOOSING YOUR SUBJECT

Select a subject on which you have definite convictions. There are many controversial subjects before the public, particularly in the field of forestry and renewable natural resources, pollution of the air, water, and soil, etc. Your subject can deal with taxation or street cleaning, traffic congestion, or it can be a personal experience you have had with an official or with the neighbour's dog, chickens or children. Take any subject about which you have strong feelings, that interests you.

Then, be sure you know what point of view you want to advocate concerning it and prepare to PROTEST! APPEAL! CALL FOR ACTION! Make your purpose dominate your subject matter and delivery. Try to think how best to influence your listeners, your fellow students, to whom the talk will be directed.

#### A SPEECH OUTLINE YOU CAN FOLLOW

1. Something is wrong. State just what it is. Show why your audience should care.
2. Why is this wrong? Who or what is to blame? What harm is done? Use illustrations, examples or proofs to support your contention.
3. How can the wrong be corrected? Make definite recommendations for changing things for the better.
4. Appeal for action. Tell your listeners what you want them to do. Try to be reasonable and realistic. Your enthusiasm should reach a high pitch. You should be both earnest and enthusiastic. Remember that you can't order your listeners; you must make them want to follow your suggestions.

#### NOTES

Use notes if you must, but use them only as a reference - not as a crutch. If you depend totally on your notes, you will be in trouble. Try to know your speech but try not to memorize it word for word - it doesn't matter if you use different words from what you originally wrote, as long as you get the message across to your audience.

#### IN SUMMARY

In this, your first speech, do your best with the information you have at hand. With everyone's help, you will do even better in your second effort.

CHAIRMAN

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman of Impromptu Speeches: \_\_\_\_\_

Speech Moderator -- First Session: \_\_\_\_\_

Speech Moderator -- Second Session: \_\_\_\_\_

Arrange substitutes for yourself or the persons above if any are unavoidably absent.

Arrive early to arrange the seating of your head table and speakers. Head table consists of yourself, impromptu speech chairman and speech moderators. Speakers do not participate in impromptu speeches and should be seated together, near the front of the room, to facilitate the jobs of the impromptu speech chairman and speech moderators.

Be a chairman; set the tone of the meeting and don't let the meeting drag; perhaps relate an anecdote or joke that fits the situation; above all, the meeting must flow efficiently.

NOTES

IN SUMMARY



CHAIRMAN'S GUIDE -- USUAL ORDER OF PROGRAM

It is your job to ensure a smooth, enjoyable, efficient session.

1. Rap gavel and call to order.
2. Brief comments to set tone of the meeting.
3. Introduction of head table.
4. Ask if there are any announcements.
5. Introduce chairman of impromptu speeches for the first portion of the impromptu speaking session.
6. Thank that chairman and introduce the first speech moderator.
7. Thank the speech moderator and introduce Mr. Cooper for evaluations.
8. Announce a five-minute recess. Be sure that everything is in order and ready to proceed after the break.
9. Reconvene meeting.
10. Re-introduce the chairman of impromptu speeches for the second portion.
11. Thank that person once more and introduce the second speech moderator.
12. Thank the second speech moderator.
13. Call for a moment or two to:
  - have evaluators pass sheets to speakers
  - vote for the best impromptu and best speaker
  - pass ballots to the head table.
14. Re-introduce Mr. Cooper for a general evaluation.
15. Call upon someone to present awards or present them yourself.
16. Call for next week's assignments.
17. Declare the meeting adjourned (rap gavel).

