
Course Name

Code No.

I. COURSE DESCRIPTION: This course has been designed to make you an effective oral communicator in informal, semi-formal, and formal settings. Although a number of theories and techniques are studied, the main focus is on practical speaking. Attention is paid to organization, rehearsal, clarity of voice, posture, sincerity, logic and argument, creativity, inclusion of supportive material, and evaluation of other speeches.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Recognize and practice the main formats of speech organization.

Potential Elements of the Performance:

- Identify the four main different types of speeches
- Plan an extemporaneous speech in terms of headings for introduction, body, conclusion, and transitions
- Recognize and employ a clear thesis statement
- Deliver a short extemporaneous speech that follows the model format
- Apply fundamental rhetorical devices

2. Develop an interpersonal communication ease by which interaction occurs effectively within dyads and groups.

Potential Elements of the Performance:

- Participate in a dyad and/or group discussion
- Recognize the impact of perception as it plays out in verbal and non-verbal discussion
- Assess the role of gender, race, etc. on interpersonal communication

3. Recognize the value of tone, interpretation, and body language in reading out loud to others.

Potential Elements of the Performance:

- Study video-taped examples of oral reading
- Read a passage of published work from an author other than yourself
- Mark the script in a way that enhances your pronunciation and delivery
- Personalize the presentation by providing an introduction which explains your choice

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4. Present information in an way that is well organized, entertaining, and well researched.

Potential Elements of the Performance:

- Recognize audience and its needs
- Expand the organizational pattern for the short extemporaneous speech
- Produce a clear point form outline
- Research material and include the research appropriately within the body of the speech
- Apply a selection of rhetorical devices
- Use visual (and other) aids effectively
- Deliver an information speech

5. Develop and demonstrate critical analytical skills of other speeches.

Potential Elements of the Performance:

- Evaluate peer speeches according to a set of objective and subjective criteria
- Use an organizational pattern of analysis
- Write a critical analysis of a manuscript of a speech

6. Demonstrate persuasive speaking skills.

Potential Elements of the Performance:

- Recognize and employ emotional and sustained logical appeal through delivery of a persuasive speech
- Recognize and avoid a variety of faulty logic and unethical emotional reasoning
- Demonstrate clear purpose and credibility
- Use a wide variety of rhetorical devices
- Apply tone as an integral part of your delivery
- Integrate valid research into arguments

7. Participate effectively in debate.

Potential Elements of the Performance:

- Provide issues and vote on suitable debate topics
- Follow a modified parliamentary debate format
- Work with a partner in organizing and presenting an effective position on a specific topic
- Anticipate opposing arguments
- Elaborate upon persuasive skills through preparing responses quickly

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- Participate in other debate topics by asking pertinent and challenging questions

III. TOPICS:

1. Introductions, dyads, group communication
2. Speech anxiety
3. Body language and verbal “tics”
4. Different types of speeches
5. Organization and delivery of a two-minute extemporaneous speech
6. Oral reading
7. The information speech
8. The persuasive speech and the “Winston Churchill method”
9. Critical analysis of a speech
10. Debate

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

No specific text is required for this course. Class notes and handouts will be sufficient. However, resource materials including a variety of textbooks are available from the General Arts and Science office and may be signed out.

A college-level dictionary is recommended.

You may be required to provide your own visual aids (such as overhead transparencies).

V. EVALUATION PROCESS/GRADING SYSTEM:

- | | |
|---|-----|
| 1. Dyad or group interview with written analysis | 5% |
| 2. Two-minute extemporaneous speech (better one of two) | 5% |
| 3. Oral reading assignment | 10% |
| 4. Information speech | 10% |
| 5. Persuasive speech | 20% |
| 6. Debate | 15% |
| 7. Critical analysis | 15% |
| 8. Two peer reviews* | 10% |
| 9. Participation* | 10% |

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Attendance and participation are ESSENTIAL to this course. Public speaking involves listening, being an audience, and providing feedback. You will be required throughout the semester to provide written peer review, which demonstrates your ability to recognize the components that are to be evaluated. You will be called upon to do **two** peer review during the semester.

After three missed class hours, two marks will be deducted for each missing class hour.

Teaching Methodology

Lectures, classroom presentations, videos, and discussion sessions will provide the basis of the course. Guest speakers may be invited. This is primarily a “doing” course so much of the learning will be in giving and “receiving” speeches.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

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VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Complementary Activities:

To meet course objectives, students should expect to match each scheduled class hour with independent study.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.