

CAPITAL COMMUNITY COLLEGE
COURSE OUTLINE
PUBLIC SPEAKING

SECTION I

SYSTEM COMMON COURSE NUMBER: Communication Media COM* 173

COURSE TITLE: Public Speaking

CATALOG COURSE DESCRIPTION: Basic instruction in public speaking with emphasis on improvement through practice exercises, gathering material, organization delivery of speeches of varied lengths and types, and evaluative listening.

LECTURE HOURS PER WEEK: 3

CREDIT HOURS: 3

PREREQUISITE: ENG* 101, Composition.

SECTION II

A. SCOPE:

This is a basic speech performance course. Students are expected to assimilate and then put into practice the oral communication principles presented in the assigned sections of the textbook and in class lectures and discussions. Upon completion of this course, students will be able to demonstrate their understanding of how to prepare and deliver speeches in a variety of contexts, lengths, and forms. Students will gain confidence as public speakers through a greater appreciation of the audience's role in shaping their selection of content, form, and delivery.

Course subject matter will include:

- A. Audience-centered approaches to public speaking
- B. Improving speaker confidence
- C. Ethics and free speech
- D. Listening to speeches
- E. Process of developing oral presentations and speeches
 - 1) Developing ideas
 - 2) Gathering supporting material
 - 3) Supporting statements
 - 4) Organizing speech content
 - 5) Introductions and conclusions
- F. Public speaking techniques
 - 1) Speaker language and style
 - 2) Use of humor
 - 3) Use of anecdotes
- G. Preparing and using visual aids
- H. Types of speeches

- 1) Introductory
- 2) Narrative
- 3) Impromptu
- 4) Informative
- 5) Ceremonial
- 6) Persuasive

B. REQUIRED WORK: determined by the instructor as described in the course syllabus.

C. ATTENDANCE AND PARTICIPATION: Students are expected to attend each class, arrive on time, deliver oral presentations at the scheduled time, and participate in the in-class learning process. (Specific instructor policies are included on the course syllabus.)

D. METHODS OF INSTRUCTION: The methods of instruction are determined by each instructor and may include, but are not limited to, lecture, lecture/discussion, small group collaborative learning, guest speakers, student presentations, internet-based assignments using distance learning methodologies, and the use of classroom audiovisual and computer-based presentation materials.

E. OBJECTIVES, OUTCOMES, ASSESSMENT

The following objectives and outcomes represent the department’s core requirements for student achievement.

To demonstrate an understanding of:	Students will:	As measured by:
Responsibility for full class participation	a) Attend class regularly and arrive on time b) Complete individual and group presentations c) Initiate and complete any make-up work d) Take responsibility for knowing, completing, and (when necessary) making up assignments	<ul style="list-style-type: none"> • Attendance records • Class records • Assignment records
How to prepare and deliver speeches	a) Prepare and deliver informative speeches b) Prepare and deliver persuasive speeches c) Prepare and deliver occasion and other speeches	<ul style="list-style-type: none"> • Speech evaluations • Speech grades • Course records
How to conduct appropriate research to gather supporting material for speeches	a) Use Library, internet, and other sources b) Evaluate findings c) Develop relevant speech outlines based on research findings	<ul style="list-style-type: none"> • Evidence of research submitted to the instructor • Selective use of research • Evaluation of outlines for speeches

Note 1: This table of learning outcomes should not be considered exhaustive; other learning outcomes may also support the objectives. The list is not intended to limit the learning outcomes that can be used to achieve the objectives.

Note 2: There is no expectation that an instructor will employ all the assessment methods or any particular set of them. Also, the list of applicable assessment methods is not exhaustive. Other methods that measure the learning outcomes may be used.

F. TEXTS AND MATERIALS: College-level textbooks, career planning guides, professional journals, newspapers, and other items placed in Library reserve for the course.

G. INFORMATION TECHNOLOGY: Access to audiovisual and computer-based presentation equipment; access to online course content delivery systems.