

**COM 231
PUBLIC SPEAKING**

COURSE DESCRIPTION:

Prerequisites: ENG 080, RED 080

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. Students should also demonstrate the speaking, listening, and interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community. *This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in speech/communication.* Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

LEARNING OUTCOMES:

The student will be able to do the following:

- a. Understand the principles of communication, including the differences between public speeches and conversation and the various delivery methods and types of speeches.
- b. Select a topic, explore research materials, organize, and present various types of speeches, such as introductory, informative, impromptu, persuasive and special occasion speeches.
- c. Use appropriate grammar and effective sentence structure with accurate and descriptive writing.
- d. Incorporate appropriate support materials in oral presentations.
- e. Use the voice and the body effectively.
- f. Demonstrate effective group discussion and listening skills.
- g. Provide and accept constructive evaluation.

OUTLINE OF INSTRUCTION:

1. Understanding the speech communication process: source, message, and receiver
2. Understanding the differences between public speeches and conversation in terms of structure, formality, and anxiety
3. Understanding the methods of speech delivery: impromptu, manuscript, memorized, and extemporaneous
4. Identifying the major types of speeches: informative, persuasive, and special occasion
5. Researching information in printed materials, interviews, public information programs, and speeches and lectures, and preparing a written evaluation.

6. Outlining formal speeches with planning outlines and speaking outlines
7. Beginning and ending a speech effectively by getting the attention of the audience and summarizing main points
8. Supporting main ideas through verbal channels and visual channels
9. Using correct grammar and appropriate, accurate wording
10. Using the voice effectively: projection, articulation, and pronunciation
11. Using the body effectively: movement, visual contact, and gestures
12. Participating in group discussion through individual participation as well as leadership
13. Demonstrating effective listening skills and evaluation techniques by employing positive feedback and constructive analysis

REQUIRED TEXT AND MATERIAL:

Texts to be selected by instructor

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.