

1983

		Revision of Course Information Form
1983		Date: March, 1983

Revision: & section) P, Q, R	F: Calendar Description: In this course students have many opportunities to practice public speaking. Here students can develop vocal, verbal and non-verbal speech delivery skills. They learn how to organize the information they have gathered, how to present this information in persuasive or expository ways, and how to supplement their presentations with appropriate visual aids. A workshop approach is taken and	Summary of: (Enter date F, G, N, O,
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	Name of Instructor: _____ Hours Per Week: _____	CH COURSE: _____ NMI
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N: Textbooks and materials to be purchased by students

Gregory, H. (1993). Public Speaking for College and Career (3rd ed.). McGraw Hill.

Content: O. Method of Instruction; R. Course Evaluation

COURSE OBJECTIVES

By the end of the course, students will better appreciate and understand

1. the underlying causes of speech anxiety

2. the purposes of audience analysis

importance of speech preparation

3. the ingredients of effective speech delivery

4. effective presentation aids

By the end of the course, students will be able to

1. manage speech anxiety

~~C. COURSE CONTENT (CONT'D)~~

II. Audience Analysis

- A. Attitudes and Interest
- B. Knowledge

C. Demographic Variables

III. Listening Skills

- A. Supporting Other Speakers
- B. Understanding Speech Content

~~C. Providing Constructive and Instructive Feedback~~

IV. Speechwriting Basics

- A. Selecting a Topic

~~B. Finding Information~~

- C. Developing the Central Idea of the Speech

- D. Organizing the Speech

1. Introduction
2. Main Points
3. Support Materials
4. Transitions
5. Conclusion

- E. Developing Outlines

- F. Preparing Cue Cards

- G. Practicing

~~V. KINDS OF SPEECHES~~

Informative Speeches

- A. Informative

1. Types of Informative Speeches

~~B. Persuasive~~

1. Basic Elements of Persuasion

~~III. Patterns for Organizing Persuasive Speeches~~

~~3. Special Considerations~~

~~C. Special Occasion Speeches~~

1. Speech of Introduction

2. Speech of Tribute

3. Speech of Acceptance

~~VI. Speech Delivery~~

- A. Methods

- B. Verbal/Vocal Characteristics

- C. Non-Verbal Characteristics

~~VII. Presentation Aids~~

and Selection

~~II. KINDS OF PRESENTATION AIDS~~

- A. Purpose

Methods for Using Presentation Aids

- C.

Cautions

- D.

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...learning through doing. Students work together in small groups
...course concepts and they speak every class, beginning in the first

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