

Date: March 2006

Course Name: Public Speaking  
Prefix and Number: COM 110  
Credit Hours and Contact Hours: 3 credit hours – 3 contact hours  
Course Description:

A primary objective of the course is to develop skill in oral communication by helping the student to understand the principles of good public speaking: organization, audience analysis, language, and presentation techniques. Emphasis will be placed on the development of self-confidence.

## **II. Course Outcomes and Objectives:**

### Learning Outcomes

1. Develop a specific speech purpose and thesis statement adapted to the speaker, audience, and situation.
2. Construct a speech supported by sufficient, credible forms of evidence and proof.
3. Deliver that speech before an audience in a style and manner that will make the audience want to listen and believe the speaker and his or her message.
4. Critically evaluate the communication of others both in the classroom and elsewhere.
5. Understand the listening process and improve their listening skills.
6. Develop the self-confidence needed to speak in front of an audience.

### Relationship to Academic programs and curriculum

This course provides basic, practical experience in preparing, organizing and making speeches for various occasions. The course meets the oral communication requirements for a number of programs at Finger Lakes Community College and at four-year colleges and universities.

### **College competencies addressed by the course**

Oral Communication	Thinking)
Writing	Global Concerns
Reading	Citizenship
Ethics and Values	Information Resources
Problem Solving (Critical	Professional Competency

## **III. Methods of Instruction**

## Types of Course materials

Textbook(s)

## Methods of instruction

Lectures, discussions, audio-visual materials, and student presentations of speeches.

## Assessment measures

Participation in class activities designed to demonstrate understanding and application of basic concepts.  
Written examinations and/or quizzes over the contents of the assigned readings.  
Delivery of prepared speeches in class, conforming to the requirements for each speech.  
Completion and submission of outlines and other written assignments (e.g. critiques of self and other students, etc.).

## Methods of Evaluation

Students are evaluated on the basis of preparation, class presentations, class participation, quizzes and/or exams, and written assignments. Evaluation is made on form, content, and performance, based on individual ability and improvement. A feedback session will follow each speech. A written analysis and a corrected outline will be returned to the student.

## **IV. General Outline of Topics covered**

- a. Introducing Public Speaking
  - i. Communication Process
  - ii. Communication Apprehension
  - iii. Listening
  
- b. Preparing the Speech
  - i. Audience Analysis and Adaptation
  - ii. Topic Selection and Credibility
  - iii. Purpose and Thesis Statements
  
- c. Developing the Speech
  - i. Research and Supporting Material
  - ii. Organizing and Outlining the speech

- d. Presenting the Speech
  - i. Language and Delivery techniques
  - ii. Presentational aids
  
- e. Speeches for Various Occasions
  - i. Speaking to Inform
  - ii. Persuasive Process and Argument
  - iii. Special Occasion Speaking