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Reviewed by: D. Rodenhauser
Date Revised: Spring 2022
C & GE approved: February 10, 2022
Board approved: May 11, 2022
Semester effective:

Communication (COMM) 1511 Public Speaking (3 Units) CSU: UC

Advisory: Eligible for English 1500 or 1501 strongly recommended

Hours and Unit Calculations:

48 hours lecture. 96 Outside-of-class Hours (144 Total Student Learning Hours) 3 Units

Catalog Description:

Theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of several types of speeches including informative and persuasive speeches. C-ID: COMM 110.

Type of Class/Course: Degree Credit

Texts: O’Hair, Dan, et al. *A Pocket Guide to Public Speaking. 6th ed.*, Bedford/St. Martin’s, 2018.

Stokes-Rice, T., Leonard, V., & Rome, L. *Fundamentals of public speaking*. College of the Canyons. (OER)

Tucker, B., & Barton, K. *Exploring public speaking*. University System of Georgia. (OER).

Additional Optional Materials: Perrin, R. *Pocket guide to APA style*. Boston, MA: Wadsworth.

Course Objectives:

By the end of the course, a successful student will be able to:

1. Explain the basic principles of human communication;
2. Analyze their communication situation, audience, occasion, and purpose; and selection of subject matter;
3. Formulate through research, analysis, and organization of material; presentation of the message including management of communication apprehension; and evaluation of the effectiveness of their communication;
4. Demonstrate that they are careful and critical thinkers and communicators, both as speakers and as listeners;
5. Explain their relationship and ethical responsibilities to others involved in the communication transaction.

Course Scope and Content:

Unit I Getting Started

- A. Becoming a Public Speaker
- B. From A to Z: Overview of a Speech
- C. Managing Speech Anxiety
- D. Ethical Public Speaking
- E. Listeners and Speakers

- Unit II Development
- A. Analyzing the Audience
 - B. Selecting a Topic and Purpose
 - C. Developing Supporting Material
 - D. Finding Credible Sources in Print and Online
 - E. Citing Sources in Your Speech
- Unit III Organization
- A. Organizing the Body of the Speech
 - B. Selecting an Organizational Pattern
 - C. Preparing Outlines for the Speech
- Unit IV Starting, Finishing, and Styling
- A. Developing the Introduction and Conclusion
 - B. Using Language
- Unit V Delivery
- A. Methods of Delivery
 - B. Your Voice in Delivery
 - C. Your Body in Delivery
- Unit VI Presentation Aids
- A. Speaking with Presentation Aids
 - B. Designing Presentation Aids
 - C. Using Presentation Software
- Unit VII Types of Speeches
- A. Informative Speaking
 - B. Principles of Persuasive Speaking
 - C. Constructing the Persuasive Speech
 - D. Speaking on Special Occasions
- Unit VIII Online, Group, and Business Contexts
- A. Preparing Online Presentations
 - B. Communicating in Groups
 - C. Delivering Group Presentations
 - D. Business and Professional Presentations
- Unit IX. Speaking in Other College Courses
- A. Presentations Assigned across the Curriculum
 - B. Science and Mathematics Courses
 - C. Technical Courses
 - D. Social Science Courses
 - E. Arts and Humanities Courses
 - F. Education Courses
 - G. Nursing and Allied Health Courses

Learning Activities Required Outside of Class

The students in the class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Studying
2. Answering questions
3. Skill practice
4. Completing required reading
5. Written work
6. Observation of or participation in an activity related to course content

Methods of Instruction

1. Lectures
2. Discussion
3. Activities
4. Independent Study
5. Purposeful Collaboration

Methods of Evaluation:

1. Speech presentations in front of a live audience
2. Speech outlines and bibliographies
3. Critiques of speeches
4. Quizzes and tests

Supplemental Data:

T.O.P. Code:	1506.00 Speech Communication
Sam Priority Code:	E: Non-Occupational
Funding Agency:	Y: Not Applicable (funds not used)
Distance Learning:	Y: Applicable
Program Status:	Y: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a Special Class
Basic Skills Status:	N: Course is not a Basic Skills Course
Prior to College Level:	Y: Not Applicable

Cooperative Work Experience:	Y: Not Applicable
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	C: Pass/No Pass
Discipline:	Communication Studies