



FUNDAMENTALS OF PUBLIC SPEAKING — SPEE 1015

A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 3.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:**
 - 01 – Communication

This speech course introduces students to the factors involved in becoming efficient communicators in both individual and group presentations. The course emphasis will be placed on audience analysis, research and organization, speech construction, and delivery techniques. Meets MnTC Goal 1

B. Course Effective Dates: 7/1/01 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. deliver timed speeches in various areas that may include but are not limited to autobiographical, informative, persuasive, demonstration and impromptu speeches
2. identify various styles of listening
3. analyze forms of support
4. analyze speech delivery
5. analyze speech outline methods
6. analyze stage fright
7. analyze the components of speeches
8. analyze the importance of body language
9. analyze the selection of topics
10. analyze vocal/video recordings
11. critique a demonstration speech
12. critique students' impromptu speeches
13. critique students' persuasive speeches

14. critique students' timed informative speech
15. critique students' visual aids speeches
16. deliver a timed demonstration speech
17. demonstrate active listening skills
18. describe the importance of impromptu speaking
19. develop speaking confidence
20. identify objectives of good speeches
21. identify sources of information
22. participate in a group discussion
23. plan a group discussion
24. practice positive body language
25. practice vocal variety
26. prepare note cards
27. research document and use authoritative data in speeches
28. understand and demonstrate speech planning process
29. understand the difference between formal and informal language usage in speeches
30. use gestures, movement and eye contact
31. use group problem solving methods
32. use language effectively
33. use methods to control stage fright
34. write a works cited page for required speeches
35. write outlines for identified speech in key word and/or full content formats

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

Goal 01 — Communication

1. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
2. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
3. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
4. Select appropriate communication choices for specific audiences.
5. Construct logical and coherent arguments.
6. Use authority, point-of-view, and individual voice and style in their writing and speaking.
7. Employ syntax and usage appropriate to academic disciplines and the professional world.

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted