

# COM 231 Public Speaking

## COURSE DESCRIPTION:

Prerequisites: ENG 002

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:

Upon completing the requirements, the student will be able to:

1. Communicate clearly, effectively, and respectfully in a variety of types of speeches and written assignments.
2. Understand and practice all the stages of the speech-making process (focusing a topic, developing main points and evidence, using transitions, organizing, drafting, revising, editing, and delivering).
3. Understand various ethical issues related to the speechmaking process.
4. Adapt speeches based on an analysis of audience and the speaking situation.
5. Develop a research plan, locate and evaluate source material, integrate material into speeches, and cite research appropriately.
6. Execute effective oral arguments using logical, emotional, and credibility-based appeals.
7. Provide and accept feedback from peer reviews to improve oral communication.
8. Critically analyze and evaluate both peer and professional speeches.
9. Learn and utilize principles of effective listening as both speaker and audience.
10. Gain increased confidence in ability to speak in public, as evidenced by decreased anxiety and improved physical and vocal delivery.
11. Incorporate effective audiovisual materials in speeches when appropriate.

## OUTLINE OF INSTRUCTION:

- I. Speech communication process
  - a. Speech ethics
  - b. Listening obstacles and techniques for overcoming them
  - c. Offering constructive criticism
- II. Methods of speech delivery
  - a. Organizing speeches
  - b. Speech introductions and conclusions
  - c. Speech transitions, internal summaries and previews
- III. Outlining speeches
  - a. Analyzing an audience and situation
  - b. Researching information for speeches
  - c. Logos, ethos, pathos
  - d. Counterarguments and fallacies

- IV. Using language effectively
  - a. Using the voice effectively
  - b. Using nonverbal gestures effectively
  - c. Using visual aids effectively

**REQUIRED TEXTBOOK AND MATERIAL:**

The textbook and other instructional material will be determined by the instructor.