Course Title: Public Speaking
Course Prefix/Number: SPC 205

COURSE-SPECIFIC GRADE CALCULATION
Advanced notification of any changes will be provided to the student.

Speeches make up 80 percent of the overall grade, and each speech has three components: presentation is 80 percent of each speech, note cards are 10 percent of each speech, and outlines are 10 percent of each speech. Tests count 20 percent of the overall grade.

EXPLANATION OF SPECIFIC PROCTORED EXAM INFORMATION
Speeches are proctored live by instructors. Varied technologies will be used to proctor the speeches. Additional information will be provided to students in the course.

LAB/CLASSROOM SAFETY STATEMENT
Piedmont Technical College Laboratory Safety Statement: Lab Safety Statement (www.ptc.edu/courseinfo/safety.pdf)

Classroom Safety Statement:
N/A

COURSE CONTENT OUTLINE
Advanced notification of any changes will be provided to the student.

Modules/Units

Module/Unit 1

Competencies:

ORIENTATION AND LISTENING

Outcomes: Upon completion of this unit, you will be able to:

• Demonstrate understanding of the course requirements as presented in the course guide.

• Use a systematic process to plan and compose assignments.
• Deliver a personal experience speech to the rest of the class.
• Demonstrate understanding of public speaking as communication, conversation, and in decision making.
• Demonstrate understanding of the importance of listening.
• Describe types of listeners.
• State factors that determine listening levels.
• List ways to improve listening skills.

Module/Unit 2

Competencies:

FUNDAMENTAL PRINCIPLES OF PUBLIC SPEAKING

Outcomes: Upon completion of this unit, you will be able to:

• Select topics and find material.
• Write the specific purpose.
• Analyze the audience and occasion.
• Find and record information.
• Organize speech material by preparing an introduction, body, and conclusion; choosing a title; and developing an outline.
• Demonstrate an understanding of speech wording by describing the importance of meaning what you say, speaking clearly, speaking vividly, speaking emphatically, and speaking appropriately.
• Describe the importance of practicing the delivery.
• State the characteristics of a good delivery.
• List the guidelines for practice.
• Demonstrate knowledge of ways to deal with nervousness.

Module/Unit 3

Competencies:

INFORMATIVE SPEAKING
Outcomes: Upon completion of this unit, you will be able to:

- Prepare an informative speech.
- List the goals of informative speaking.
- Select a topic and specific goal.
- Choose the best organization for an informative speech.
- Show the relevance of information.
- Develop information creatively.
- Describe the types of visual aids.
- Use visual aids in presentations.
- Prepare and deliver a researched informative speech by choosing a topic, finding sources, using source material, and avoiding pitfalls that can occur while reporting.
- Prepare and deliver a process speech by choosing a topic, developing expertise as a speaker, organizing the steps, and using visual aids.

Module/Unit 4

Competencies:

PERSUASIVE SPEAKING

Outcomes: Upon completion of this unit, you will be able to:

- Define the principles of persuasive speaking.
- Write a persuasive speech proposition.
- Build the body of a persuasive speech with strong reasons and evidence.
- Organize a persuasive speech according to expected audience reaction.
- Motivate an audience through emotional appeal.
- Demonstrate an understanding of ways to build credibility.
- Explain the reasoning process.
- List the forms of reasoning.
• Develop strategies for a persuasive speech that will cause an audience to take action.
• Deliver a persuasive speech.

**Module/Unit 5**

Competencies:

SPEAKING IN GROUPS

Outcomes: Upon completion of this unit, you will be able to:

• Understand how to prepare for a problem-solving discussion.
• Demonstrate an understanding of the role of leadership in problem-solving group discussion.
• Define responsibilities of a group leader.
• Define the responsibilities of the discussants.
• Participate in a group discussion.