Piedmont Technical College

Course Information Sheet

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

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

The student’s grade will be derived from a variety of assessments designed to test his or her ability to effectively apply key concepts and principles learned in lecture, reading, and activities, using the following general grading scheme:

- Speeches will account for 50 percent
- Discussions on Brightspace D2L will account for 15 percent
- Reading quizzes will account for 15 percent
- The final examination will account for 15 percent
- Professionalism* will account for 5 percent

** Professionalism being the degree to which a student carries out tasks, follows instruction, and engages new ideas in a diligent, professional, and attentive manner. Students demonstrating professionalism will take pride in ensuring consistently respectful behavior, maintaining a positive attitude, and dedicating themselves to punctuality and participation, while taking care to adopt appropriate professional appearance and personal presentation.

EXPLANATION OF SPECIFIC PROCTORED EXAM INFORMATION
Speeches are proctored live by instructors. Varied technologies will be used as needed 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/ACCLIMATION, ETHICS OF PUBLIC SPEAKING/LISTENING IN DEMOCRATIC SOCIETY, PROFESSIONAL COMMUNICATION HABITS

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

- Demonstrate understanding of the course requirements as presented in the course guide and syllabus.
- Use a systematic process to plan and compose assignments.
- Deliver a speech demonstrating one’s professionalism to the rest of the class.
- Demonstrate an understanding of what public speaking is and its unique characteristics as a form of communication.
- Demonstrate understanding of the importance of listening.
- Describe types of listeners.
- State factors that affect listening.
- List ways to improve listening skills.
- Appreciate and understand the ethical considerations behind public communication and the intellectual legacy of free speech.
- Grasp the importance of an audience-centered approach to public speaking.
- Summarize and explain fundamental aspects of professionalism.
• Understand and explain the importance of professionalism in the workplace.
• Demonstrate professionalism when appropriate.
• Assess their own professional skills as well as those of others.
• Develop a plan of improvement for personal professional skills.

Module/Unit 2

Competencies:

SPEECH DEVELOPMENT AND ORGANIZATION

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

• Master effective topic development strategies.
• Understand the role of specific and general purpose statements
• 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.
• Understand the importance of responsible and productive research.

Module/Unit 3

Competencies:

DELIVERY

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

• Effectively use technical, concrete, symbolic, and other types of language to meet communication goals.
• Use language that is clear and accurate.
• Understand the principles of effective delivery, including vocal and non-verbal elements.
• Know the different types of delivery.
• Appreciate the fundamental best practices behind visual aid implementations.
• Remember and apply practices to manage speaking apprehension.
• Describe the types of visual aids.

Module/Unit 4

Competencies:

SPEAKING TO INFORM

Outcomes: Upon completion of this unit, you will be able to:
• Know and appreciate the functions of informative speaking.
• Deliver a well-organized and effective informative speech.
• Know the different kinds of informative speeches.
• Understand the various organizational patterns of informative speaking.
• Appreciate and put into practice the role audience attention plays in informative speaking.

Module/Unit 5

Competencies:

SPEAKING TO PERSUADE AND OTHER SPECIALIZED FORMS OF COMMUNICATION

Outcomes: Upon completion of this unit, you will be able to:
• Deliver an effective persuasive speech based on credible research.
• Understand how to construct reasonable arguments using claims, evidence, warrants, and burdens of proof.
• Master inductive, deductive, causal, and analogical forms of reasoning.
• Recall logical fallacies and other forms of faulty reasoning to avoid.
• Participate in a group discussion.
• Understand ceremonial speaking, including various types of special occasion speeches.
• Understand the group structures that encourage dialogue and civic engagement.
• Know ways to manage conflict in group communication.