



### **III. Statement of Course Need**

- A. Speech is a required course in Communication Studies, Education: P 12 and most Business Administration programs. It is one of two courses specified to fulfill a three-credit Communication requirement in Criminal Justice, English, Multimedia Communication, Theater Arts and any other program that specifies Communication as a general education requirement.
- B. Speech does not have a lab component.
- C. This course generally transfers as an introductory Public Speaking or Speech Communication course.

### **IV. Place of Course in College Curriculum**

- A. Free Elective
- B. This course serves as a General Education course in Communication
- C. This course meets a program requirement for Communication Studies, A.A., Education: P-12, A.A., Business Management A.A.S programs (all options), Business Administration-General Business Option, A.S, Business Administration Marketing Option A.S., Business Administration-Management Information Systems, A.S., Event Planning/Meeting Management-Certificate, Veterinary Technology A.S., and Game Development, A.A.S.
- D. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org); b) for all other colleges and universities, go to the individual website.

### **V. Outline of Course Content**

- A. Why develop public speaking skills.
- B. How to manage anxiety about public speaking.
- C. How to develop listening and critiquing skills.
- D. How to get started with a speech.
  - 1. Selecting and limiting a topic.
  - 2. Stating the purpose.
  - 3. Researching, developing, and organizing a speech.
  - 4. Analyzing the audience.
- E. Basic presentation and delivery skills.

F. How to develop effective introductions and conclusions.

G. How to prepare and use visual aids effectively.

H. Rehearsing a speech.

I. Speech Genres

1. Informative speeches.

2. Persuasive speeches.

J. How to conduct question-and-answer sessions.

## **VI. General Education and Course Learning Outcomes**

A. General Education Learning Outcomes:

1. Identify and apply basic public speaking principles. (GE 1)
2. Analyze audiences, choose and research topics, organize speeches, and cite sources to support their speaking purpose. (GE 1, IL\*)
3. Deliver speeches in a variety of styles using effective verbal and nonverbal behaviors. (GE 1)
4. Implement effective strategies to manage public speaking anxiety. (GE 1)
5. Demonstrate listening and critiquing skills. (GE 1\*)
6. Demonstrate facility with visual aids. (GE 1)
7. Employ persuasive techniques that are fair, balanced, and ethical by taking into consideration opposing points of view. (GE 1, ER)

(\* Embedded Critical Thinking)

B. Course Learning Outcomes: Same as above

C. Assessment Instruments

1. Oral presentations
2. Presentation outlines, bibliographies, visual aids
3. Student self-evaluations/critiques of speeches
4. Student peer evaluations/critiques of speeches

## **VII. Grade Determinants**

- A. lecture/discussion
- B. small-group work
- C. student oral presentations
- D. simulation/role playing
- E. student collaboration
- F. audio/visual presentations
- G. bibliographic instruction

Given the goals and outcomes described above, the primary formats, modes and methods for teaching and learning that may be used in the course:

- A. Lecture/discussion
- B. Small-group work
- C. Guest speakers and lecturers
- D. Student oral presentations
- E. One-on-one interaction
- F. Simulation/role playing
- G. Journal writing
- H. Film excerpts

## **VIII. Texts and Materials**

- A. Suggested textbook: *The Confident Speaker's Handbook: A Practical Hands-on Approach to Public Speaking* (latest edition). Thomas Valasek. Kendall/Hunt. (Or other comparable current public speaking textbook.)
- B. Web materials: Internet resources relevant to current public speaking practices, issues and controversies.

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

## **IX. Resources**

- A: Students must have access to internet resources to complete speech research assignments. Access to College computer labs is necessary and available.

## **X. Honors Option Not Applicable**