

Introduction to Public Speaking

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Course Objective:

This course prepares students for a variety of academic and non-academic situations in which formal and informal presentations are required. Students will learn how to research, outline, and deliver short, informal and formal presentations. Students will also be able to sharpen their critical listening skills.

While theoretical foundations for the methods taught will be included, this is a practice-oriented course. Speaking clearly and comfortably in public is a valuable and often essential skill to possess. Through feedback from me and your classmates, you will gain insight into the tactics that work for and against you as a speaker.

Class Requirements and Assignments:

Five presentations, two of which using power point slides (3 minutes to 8 minutes each):

- Self-introduction speech (3 minutes, no slides)
- Demonstration speech (5 minutes, no slides)
- Informative speech (5 minutes, slides)
- Special occasion speech (5 minutes, no slides)
- Persuasive speech (7-8 minutes, slides)

Textbook:

Osborn, Michael, Osborn, Suzanne, and Osborn, Randall (2011). Public Speaking: Finding Your Voice, 9th edition. Boston: Pearson.

Grading:

Class participation and attendance	20%
Self-introduction speech (3 minutes, no slides)	10%
Demonstration speech (5 minutes, no slides)	10%
Informative speech (5 minutes, slides)	20%
Special occasion speech (5 minutes, no slides)	10%
<u>Persuasive speech (7-8 minutes, slides)</u>	<u>30%</u>
Total	100%

Course Schedule:

Week 1

Lecture 1: Thursday, July 13

Introduction to the class; Finding Your Voice

Osborn, Chapter One

- How this course can help you
- Understand what this course asks of you in return

Lecture 2: Friday, July 14

Your First Speech: An Overview of Speech Preparation

Osborn, Chapter Three

- Manage the impressions you make
- Prepare and present your first speech
- Develop a speech in which you introduce yourself or a classmate

Week 2

Lecture 3: Monday, July 17

Assignment due: Self-introduction speech. Students will introduce themselves in this class or the following one.

Managing Your Fear of Speaking

Osborn, Chapter Two

- Put your fear of public speaking into perspective
- Understand communication anxiety
- Learn ways to manage communication anxiety

Lecture 4: Tuesday, July 18

Adapting to Your Audience and Situation

Osborn, Chapter Five

- Audience dynamics
- Adapt your message to fit your audience
- Meet the challenges of audience diversity
- Adjust your message to the speaking situation

Lecture 5: Wednesday, July 19

Developing Your Topic

Osborn, Chapter Six

- Discover a promising topic
- Explore your topic
- Refine your topic for speaking
- Test your topic before your audience

Lecture 6: Thursday, July 20

Assignment due: Demonstration speech. Explain how something is done/made/works. Students will deliver their speeches in this class or the following two.

Supporting Your Ideas

Osborn, Chapter Eight

- Frame facts and statistics to substantiate ideas
- Develop expert, lay, and prestige testimony to add interest and credibility
- Build examples and narratives to improve listeners and bring your speech to life
- Select the most appropriate supporting material for your speech
- Combine and interpret information effectively and ethically

Lecture 7: Friday, July 21

Structuring and Outlining Your Speech

Osborn, Chapter Nine

- Develop speeches that are simple, well ordered, and balanced
- Construct and outline the body of your speeches
- Plan transitions to make your speeches flow smoothly
- Prepare effective introductions and conclusions for your speeches
- Prepare a formal outline

Week 3

Lecture 8: Monday, July 24

Informative Speaking

Osborn, Chapter Thirteen

- Importance of informative speaking
- How to develop different types of informative speeches
- How to help listeners learn
- Arrange information for maximum effectiveness
- Respond to the special challenge of informative speaking

Lecture 9: Tuesday, July 25

In class exercise: your informative speech. Bring your outline

Presentation Aids

Osborn, Chapter Ten

- How presentation aids can help your speech
- Which presentation aids work best in different situations
- Plan, design, and prepare presentation aids
- Use presentations aids well

Lecture 10: Wednesday, July 26

Assignment due: Informative speech. All students will deliver their speeches in this class or the following two.

Building Responsible Knowledge

Osborn, Chapter Seven

- Acquire responsible knowledge
- Evaluate research materials

- Conduct a strategic search in library and on the Internet
- Plan interviews to acquire special information
- Develop a system for recording research

Lecture 11: Thursday, July 27

Ceremonial Speaking

Osborn, Chapter Sixteen

- The value of ceremonial speaking
- The techniques of ceremonial speaking
- Prepare and present the most common types of ceremonial speeches
- Act as a master of ceremonies
- Develop a ceremonial speech using narrative design

Lecture 12: Friday, July 28

Becoming a Better Listener

Osborn, Chapter Four

- Benefits of effective listening
- Process of listening
- Barriers of listening
- Improve critical listening skills
- Evaluate messages constructively
- Become a more ethical listener

Week 4

Lecture 13: Monday, July 31

Persuasive Speaking

Osborn, Chapter Fourteen

- The nature of persuasion
- Types of persuasive speaking
- The persuasive process
- Adapt persuasive messages to different audiences
- Select appropriate designs for your persuasive speeches

Lecture 14: Tuesday, August 1

Assignment due: Special occasion speech. All students will deliver their speeches in this class or the following two.

Building Sound Arguments

Osborn, Chapter Fifteen

- Use evidence and proofs to build sound arguments
- Develop effective patterns of reasoning
- Avoids defects of evidence, proof, and reasoning

Lecture 15: Wednesday, August 2

Putting Words to Work

Osborn, Chapter Eleven

- Understand how words can empower you
- Apply standards to use language effectively
- Learn how special techniques can magnify your voice

Lecture 16: Thursday, August 3
Putting Words to Work, continued

Lecture 17: Friday, August 4
Presenting Your Speech
Osborn, Chapter Twelve

- Develop your voice for better communication
- Develop more effective body language
- Become versatile in using various presentation techniques
- Become flexible in adapting to special situations
- Practice for success

Week 5

Lecture 18: Monday, August 7

Assignment due: Persuasive speech. All students will deliver their speeches in this class or the next one.

Lecture 19: Tuesday, August 8

Assignment due: Persuasive speech.

Lecture 20: Wednesday, August 9

Class wrap-up and next steps