

SPEECH & COMPOSITION (SPCO)

GA Dept of Education codes: *Speech/Forensics 1 (23.04600 elective)* and *Advanced Composition (23.03400 core or elective)*
Course equals two elective half-credits or 1.5 credits, depending on the hours spent writing. Course name(s) flexible.

Course Description: This class combines oral and written communication skills to strengthen the student's ability to organize data, determine various ways to present it, and communicate it effectively to a designated audience.

General Course Objectives:

1. The student will learn methods of formulating a point of view and managing evidence.
2. The student will improve timed and non-timed essay writing, both technically and evidentially.
3. Each student will learn parameters of practical writing such as the business letter and resume.
4. The student will present formal speeches as delivered in most college speech classes.
5. The student will analyze and demonstrate the role of the visual aid in communication.
6. The student will research a topic using a variety of sources and conclude the process with a research paper and companion speech.
7. The student will gain confidence in writing SAT, ACT, and application essays.
8. The student will practice skills necessary to interview for a job.
9. The student will explore methods of communicating within a small group.

Primary Resources (none of which need to be purchased by student):

- Frank, Bob and Frank Hildy. *Speaker's Notebook: A Guide to Effective Public Speaking*. Minneapolis, MI: Burgess Publishing Co., 1982. (resourced by instructor, not for student purchase)
- Weaver, Richard L. II. *Speech Communication: A Student Manual*. Bowling Green, OH: Bowling Green State University. 1979. (resourced by instructor, not for student purchase)
- *20 Outstanding SAT Essays*, College Board publication provided by instructor.
- Community resources in the form of speakers from various vocations, and readings and materials from various media to support class objectives.

Content and Objectives:

1. The student will be present the following speeches to the class: demonstration, poster/visual aid, formal introduction, proposition, persuasive, impromptu, and informative.
2. The student will demonstrate ability to analyze an SAT or ACT essay prompt and plan an appropriate response using actual prompts from past tests.
3. The student will learn means of creatively and accurately writing college and scholarship application essays using questions from "real sources."
4. The student will practice writing formal business letters as well as casual communication such as emails responding to newspaper issues and thank you notes to guest speakers.
5. The student will practice grammar and writing error correction by analyzing and correcting his own writing and that of his classmates. He will learn editing and revision skills.
6. The student will keep files documenting progress in speaking and writing assignments throughout the year, and then summarize overall progress.
7. The student will choose a career to research and work toward a final product of a four-to-six-page typed paper complete with outline, well organized and documented support, and proper bibliographic style (MLA style). An informative speech with visual aids will accompany this assignment.
8. The student will study and role-play job interviewing and resume writing skills, as well as non-verbal communication, persuasion, and use of PowerPoint.