

Las Positas College  
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## Course Outline for SPCH 1

### FUNDAMENTALS OF SPEECH COMMUNICATION

Effective: Fall 2008

#### I. CATALOG DESCRIPTION:

SPCH 1 — FUNDAMENTALS OF SPEECH COMMUNICATION — 3.00 units

Fundamentals of speech communication; emphasis on developing, starting, organizing, and researching ideas, and presenting to an audience; includes developing the faculties of critical listening and problem solving.

3.00 Units Lecture

#### **Strongly Recommended**

ENG 1A - Critical Reading and Composition

#### **Grading Methods:**

#### **Discipline:**

	<b>MIN</b>
<b>Lecture Hours:</b>	54.00
<b>Total Hours:</b>	54.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

**Before entering this course, it is strongly recommended that the student should be able to:**

A. ENG1A

#### IV. MEASURABLE OBJECTIVES:

**Upon completion of this course, the student should be able to:**

- A. describe, define, discuss and explain the basic components of the communication process;
- B. identify the sources of communication apprehension and analyze its effect on the public speaking process;
- C. identify and demonstrate effective critical listening skills;
- D. gather, evaluate, and incorporate information from outside sources into his/her presentations;
- E. define and describe the various public speaking genres;
- F. demonstrate a sensitivity to the role of culture and gender in the public speaking process;
- G. create an organized presentation for oral delivery for a multiple of public speaking genres;
- H. demonstrate effective language usage, verbal and nonverbal delivery skills, and visual aid usage in public speaking presentations;
- I. demonstrate the ability to adapt speaking to diverse audiences and occasions.

#### V. CONTENT:

- A. Coping with Speech Anxiety
  1. Causes of speech anxiety
  2. Different ways to help reduce speech anxiety
- B. The Nature of Listening
  1. Four different types of listening
    - a. Appreciative
    - b. Comprehensive
    - c. Empathic
    - d. Critical
  2. Incorporate listening activities to develop critical listening skills
  3. Causes of poor listening
  4. Ways to improve listening
- C. Analysis of Audience and Environment
  1. Appropriateness of topic selection and delivery
  2. Effects of situational audience analysis
    - a. Size
    - b. Physical setting
    - c. Disposition toward the topic
    - d. Disposition toward the speaker
    - e. Disposition toward the occasion
  3. Description of demographic audience analysis

- D. Ethical Speaking
  - 1. Topic and language appropriateness
  - 2. Speaker's responsibilities (preparation, sound ethical goals, and honesty)
- E. Organizing and Supporting your Message
  - 1. Fundamentals of library research techniques
  - 2. Possible structural patterns of organization
  - 3. Different types of evidence (examples, statistics, and testimony).
- F. The Use of Language
  - 1. Importance of using language effectively, accurately, and clearly
  - 2. Appropriate language use
- G. Delivery
  - 1. Elements of good delivery
  - 2. Different methods of delivery (manuscript, memory, impromptu, and extemporaneously)
  - 3. Emphasis on the speakers voice and nonverbal behavior
- H. Presentational Aids
  - 1. Different kinds of visual aids
  - 2. How to incorporate visual aids into public speaking effectively
- I. Informative Speeches
  - 1. Different types of informative speech
  - 2. Guidelines that go along with informative
  - 3. Differences between informative and persuasion
- J. Persuasive Speeches
  - 1. Three different types of questions involving persuasive speaking (fact, value, and policy)
  - 2. Challenges surrounding persuasion and the listener process
- K. Situational Speeches (Toasts, Ceremonials, Impromptu)
  - 1. Different types of speeches and occasions
  - 2. Tips and suggestions on effectively delivering situational speeches
- L. Thinking and Speaking Critically (Reasoning)
  - 1. Introduction into critical thinking
  - 2. How to incorporate evidence and reasoning into the speech making process
  - 3. Ways to build credibility.

#### VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Communication activities
- C. **Discussion** - Group discussions
- D. Multiple oral presentations
- E. **Demonstration** - Demonstrations/presentations
- F. **Classroom Activity** - In-class group activities (peer-to-peer teaching)
- G. **Guest Lecturers** -

#### VII. TYPICAL ASSIGNMENTS:

A. Informative speech: In a timed speech, you will teach your classmates, and instructor, about some process or subject that will be useful and meaningful to all. Significance of the Informative topic will be important in assigning a grade. Presentation aids, outside research and an outline will be required for your informative presentation. B. Persuasive speech description: In a timed speech, you will persuade your audience to take action about some problem that exists and is pertinent to us. Again, significance of the topic will be important in assigning a grade. C. Some third type of speech description: In a brief timed speech, you will tell a story. The story may be about an event that has helped shape your life, something you have heard or read about, or a story designed to illustrate a moral. D. Written assignment description: Outlines will accompany the Informative Speech and the Persuasion Speech. All outlines are due on the day you give your speech. Outlines should be written in complete sentences and in APA style format. The outline must be typed and a finished product. E. Written assignment description: A paper should accompany the storytelling speech detailing the content of the speech. This paper should be typed and double spaced. It should be as error free as possible and a finished product. F. Group work activity or group discussion activity: Throughout the semester there will be group activities which reinforce concepts delivered in classroom discussion. These activities and brief presentations will count toward class participation.

#### VIII. EVALUATION:

- A. **Methods**
- B. **Frequency**
  - 1. Frequency
    - a. Weekly participation in class activities/discussions
    - b. A minimum of 4 speeches during semester
    - c. One midterm exam
    - d. One final exam

#### IX. TYPICAL TEXTS:

- 1. Beebe, Steven A. and Susan J. Beebe *Public Speaking: An Audience Centered Approach*. 7th ed., Allyn & Bacon, 2008.
- 2. Brydon, Steven R. and Michael D. Scott. *Between One and Many: The Art and Science of Public Speaking*., McGraw-Hill, 2007.
- 3. Jaffe, Ciella *Public Speaking: Concepts and Skills for a Diverse Society*. 5th ed., Wadsworth, 2006.
- 4. Lucas, Stephen E. *The Art of Public Speaking*. 9th ed., McGraw-Hill, 2007.
- 5. O'Hair, Dan, Rob Stewart, and Hannah Rubenstein *A Speaker's Guidebook*., Bedford/St. Martin's, 2006.
- 6. Sprague, Jo and Douglas Stuart *The Speaker's Handbook*. 8th ed., Wadsworth, 2007.

#### X. OTHER MATERIALS REQUIRED OF STUDENTS: