



FAKULTI PENDIDIKAN DAN PEMBANGUNAN MANUSIA

PROGRAM	DIPLOMA PSIKOLOGI KAUNSELING
COURSE NAME	Public Speaking
COURSE CODE	DPC 4012
CREDIT HOUR	2
SYNOPSIS	Effective public speaking skills are essential in professional and social interactions. Students will be introduced to the elements in the communication process. Students will also be exposed to the ethics in public speaking. In order present effectively, students will be guided from the preparatory stage to the final stage of delivery. They will also be enlightened with the need to listen actively and analyse the audience carefully before coming for a speech.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Introduction to Public Speaking 1.1 Speech Communication Process: Speaker, Message, Channel, Listener, Feedback, Interference, Situation
2	Ethics in Public Speaking 2.1 Guidelines for Ethical Speaking 2.2 Plagiarism 2.3 Guidelines for Ethical Listening
3	Types of Speeches 3.1 Informative Speech 3.2 Persuasive Speech 3.3 Special Occasion Speech
4	Speech Preparation 4.1 Brainstorming 4.2 Selecting 4.3 Drafting 4.4 Discussing topics chosen
5	How to Choose a Topic 5.1 Determining General Purposes 5.2 Determining Specific Purposes and Phrasing Central Idea 5.3 Gathering Materials 5.4 Gathering Supporting Ideas



6	Drafting the Speech 6.1 Free Writing the Speech 6.2 Organising the Body of Speech 6.3 Ending the Speech
7	Outlining the Speech 7.1 A Preparation Outline must include the following criteria: 7.1.1 Title of Speech 7.1.2 Specific Purpose 7.1.3 Central Idea 7.1.4 Introduction 7.1.5 Body Paragraphs 7.1.6 Conclusion 7.1.7 References
8	Delivery 8.1 Methods of Delivery 8.1.1 Impromptu 8.1.2 Extemporaneous
9	Techniques of Delivery 9.1 The Speaker's Voice 9.1.1 Volume 9.1.2 Pitch 9.1.3 Rate 9.1.4 Pauses 9.1.5 Vocal Variety 9.1.6 Pronunciation 9.1.7 Articulation
10	Techniques of Delivery 10.1 The Speaker's Body Languages 10.1.1 Personal Appearance 10.1.2 Movements 10.1.3 Gestures 10.1.4 Eye Contact
11	Techniques of Delivery 11.1 Using Audio Visual Aids (AVA) 11.1.1 Advantages of AVA 11.1.2 Types of AVA
12	Listening 12.1 Listening and Critical Thinking 12.2 Causes of Poor Listening 12.3 How to become a Better Listener



13	Analysing the Audience 13.1 Demographic Audience Analysis 13.2 Situation Audience Analysis 13.3 Adapting to the Audience
14	ASSESSMENTS Impromptu Speech Extemporaneous Speech
References:	<ol style="list-style-type: none">1. Lucas, S.E. (2012). The Art of Public Speaking (11th ed.) New York: McGraw-Hill International.2. Anderson, C. (2016). Ted Talks : The Official Ted Guide to Public Speaking (OME C-FORMAT) [Paperback]. Headline Publishing Group (GB)3. Evans, V. (2016). Stand, Speak, Deliver! : How to Survive and Thrive in Public Speaking and Presenting [Paperback]. Constable & Robinson Ltd (GB)4. (2015). Instant Public Speaking : How to Prepare and Deliver a Speech in 24 Hours or Less Instantly! (Instant) [Paperback]. Createspace Independent Pub (US)