TROY UNIVERSITY PROGRAM
COURSE SYLLABUS

COURSE NAME   **FUNDAMENTALS OF SPEECH**

CODE   SPH 241

WORTH   3 Credits

PREREQUISITE   The entry English level should be intermediate

INSTRUCTOR   LE THI KHANH HOA, M.A.

COURSE DESCRIPTION
The course provides students with the principles and practice basic to oral communication in the form of presentation.

COURSE OBJECTIVES
This course will introduce students to the strategies for competent and effective preparation as well as the delivery of oral presentation by:
- activating and extending the learners' linguistic competence;
- increasing their confidence in using spoken English;
- developing their ability to analyze and evaluate spoken performance; and
- sharpening their strategic competence in face-to-face interaction.

METHODOLOGY
- The course is conducted through mini lectures, group discussions, class exercises and students' presentations in English.
- It is believed that students learn the best when they are the center of the teaching process, which is designed for effective communication and conducted in an encouraging way.
- Students are, therefore, expected to participate actively in class activities and prepare proactively for each lesson at home.

STUDENT OUTCOMES
On completing the course, students will be able to deliver an effective presentation which shows their ability to:
- identify what makes a good presentation;
- structure information;
- use appropriate style of language;
- prepare and use visual aids;
- identify and use techniques for delivering presentations;
- adopt the right body language;
- do audience analysis, self-analysis and occasion analysis so as to adapt their messages to specific audience's needs, self-strengths and weaknesses and with the specific situation.

ASSESSMENTS

Tests	Format	Contents	Weight
1	Presentation 1 (5')	Organization of main points	20%
2	Written Test	Theory on Presentation	20%
3	Written work	Preparation Outline of Speech	10%
4	Presentation 2 (15')	A Complete Group Presentation	40%
5	Class participation		10%

COURSE SYLLABUS

The grading takes the 10 mark scale. The student's achievement is graded as follows:
90-100 Grade A
80-89 Grade B
70-79 Grade C
60 - 69 Grade D
Under 60 Grade F

PRESCRIBED TEXTBOOK
- Zarefsky, D. 2008, *Public Speaking: Strategies for Success*, Pearson Education.

RECOMMENDED BOOKS
- Comfort, J. 1998, *Effective Presentation*, Oxford University Press.
- Powell, M. 1996, *Presenting in English – How to Give Successful Presentations*, Language Teaching Publications.
- Lucas, S.E. 2004, *The Art of Public Speaking,* McGraw-Hill.

CLASS SCHEDULE

Class	Topic
1	Course Overview. Needs analysis.
2	Topic selection and presentation development analysis.
3 - 4	Organizing and outlining the speech: Preparation outline and Presentation outline
5	Making a start
6	**Mini-presentation**
7 - 8	Designing and exploiting visual aids
9 - 10	Basic techniques of delivering a speech: Using voice and tone, Emphasis, Maximizer and minimizer, Body language
11	Concluding a presentation
12	Question handling and Evaluating the effectiveness of a speech
13	**Written Test**
14	Rehearsal
15	*Written Preparation Outline Due* **Final presentation**

ABSENCE
Students' attendance and participation in class are essential for a complete learning experience. Following the official policy of Troy University, missing more than 2 classes with or without excuse will result in a failing grade for the course.

ACADEMIC DISHONESTY
Academic dishonesty is not accepted in this course. Cheating or handing in plagiarized materials will result in an automatic failing grade for the course.

THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE.
The instructor may make changes if deemed necessary. Changes will be announced in class.