

**COMM 1 Course Outline as of Fall 2022****CATALOG INFORMATION**

Dept and Nbr: COMM 1 Title: INTRO TO PUBLIC SPEAKING

Full Title: Introduction to Public Speaking

Last Reviewed: 3/11/2024

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: SPCH 1A

**Catalog Description:**

This is an introductory public speaking course which is designed to improve a person's ability to prepare and deliver speeches to an audience and critically evaluate various forms of communication.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 1A

**Limits on Enrollment:****Schedule of Classes Information:**

Description: This is an introductory public speaking course which is designed to improve a person's ability to prepare and deliver speeches to an audience and critically evaluate various forms of communication. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 1A

Limits on Enrollment:

Transfer Credit: CSU;UC.

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b> B	Communication and Analytical Thinking	Effective: Fall 1981	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b> A1	Oral Communication	Effective: Fall 1981	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b> 1C	Oral Communication	Effective: Fall 1981	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1981	Inactive:
<b>UC Transfer:</b>	Transferable	Effective:	Fall 1981	Inactive:

### **CID:**

CID Descriptor: COMM 110      Public Speaking  
SRJC Equivalent Course(s):      COMM1

### **Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Effectively prepare and present public speeches to an audience using contemporary technology when appropriate.
2. Demonstrate active listening skills.
3. Critically evaluate various forms of communication.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Demonstrate an understanding of the basic terminology, concepts, and theories of communication.
2. Conduct audience analysis.
3. Select appropriate subject matter.
4. Gather, select and orally cite qualified supporting materials.
5. Organize material into effective structural patterns for oral presentations.
6. Choose appropriate verbal and nonverbal messages.
7. Use sound reasoning, scientific theories, expert testimony, empirical studies and verified facts.
8. Rehearse the oral presentation of speeches.
9. Present public speeches to an audience.
10. Actively listen to and evaluate oral presentations.
11. Incorporate presentational aids into a speech.
12. Exhibit an understanding of the use of modern presentation technology.
13. Manage nervousness related to public speaking.
14. Recognize and avoid fallacious appeals, unsubstantiated claims, deceptive persuasive

appeals, unscientifically gathered statistics and polarizing views.

15. Critically listen to, analyze and incorporate into future presentations written and oral feedback provided by the instructor and fellow students.

## **Topics and Scope:**

### I. Introduction to Public Speaking as a Communication Process

- A. Elements of the communication process
- B. Managing communication apprehension

### II. Types of Public Speaking

- A. Informative
- B. Persuasive
- C. Entertainment
- D. Other (e.g. special occasion)

### III. Speech Preparation Skills

- A. Audience analysis
- B. Research skills
  - 1. Library and electronic research techniques
  - 2. Evaluation of supporting materials
- C. Speech Composition Skills
  - 1. Accuracy of information
  - 2. Soundness of reasoning
  - 3. Clarity of explanations
  - 4. Avoidance of fallacies
  - 5. Quality of expert sources
  - 6. Reliability and validity of statistics

#### D. Speech organization

E. Language Style that is inclusive, vivid, concrete, clear, concise and constructive.

#### F. Modes of delivery

### IV. Presentation Skills

- A. Practice skills
- B. Delivery
  - 1. Vocal qualities
  - 2. Body language
- C. Presentational aids
- D. Oral citation of sources

### V. Critical Listening to and Evaluation of Live, In-Class Student Presentations and Various Other Forms of Communication (e.g. famous public speeches, political rhetoric and advertising)

- A. Evaluation of source credibility
- B. Evaluation of emotional appeals
- C. Evaluation of logical appeals

### VI. Technology as it relates to public speaking.

- A. Use of hardware (e.g. cell phone cameras, web cameras, laptops, desktops, tablets etc.)
- B. Use of presentation software (e.g. PowerPoint, Keynote, Prezi, Google Slides etc.)
- C. Participation in or use of live or recorded meetings and streaming platforms (e.g. Zoom, Canvas Studio, GoReact, YouTube, Instagram, Skype, GoToMeeting etc.)

## **Assignment:**

I. A minimum of five public speaking assignments of varying difficulty. Two of these must be delivered extemporaneously, one informative speech and one persuasive speech. The remaining three speeches may be chosen from the following:

- A. An "icebreaker" speech
  - B. Narrative speech
  - C. Demonstration speech
  - D. Informative speech
  - E. Philosophical/point of view speech
  - F. Impromptu speech
  - G. Persuasive speech
  - H. Interview question speech
  - I. Ceremonial speech
  - J. Speech to entertain
- II. Assigned reading will consist of an average of 20-35 pages/week.
- III. Written work will include 1,500-2,000 words total for the course:
- A. Written assignments will include 2-5 speech outlines.
  - B. Written assignments may include:
    1. Critiques
    2. Written reports and response papers on selected topics
- IV. Quizzes and exams
- V. Other assignments may include:
- A. Observing presentations of appropriate audiovisual material
  - B. Experiential exercises
  - C. Oral critiques
  - D. Oral interpretation of literature
  - E. Recording and uploading speeches

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Speech outlines; speech evaluations, written reports, and/or response papers

Writing  
15 - 30%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Public speeches, oral presentations, presentation critiques

Skill Demonstrations  
45 - 60%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion, Essay exams

Exams  
15 - 35%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class participation, experiential exercises, attendance

Other Category  
5 - 10%

**Representative Textbooks and Materials:**

A Concise Public Speaking Handbook. 6th ed. Beebe, Steven and Beebe, Susan. Pearson. 2021

The Art of Public Speaking, Media Enhanced Edition. 13th ed. Lucas, Stephen. McGraw-Hill. 2020

Inviting Transformation: Presentational Speaking for a Changing World. 4th ed. Foss, Sonja and Foss, Karen. Waveland Press. 2019

Public Speaking: Strategies for Success. 9th ed. Zarefsky, David. Pearson. 2019

Speak Up!: An Illustrated Guide to Public Speaking. 5th ed. Fraleigh, Douglas and Tuman, Joseph. Bedford/St. Martins. 2019

OER  
Stand up, Speak out: The Practice and Ethics of Public Speaking. 1st ed. University of Minnesota Libraries Publishing. 2016 (Creative Commons Attribution 4.0 License) (Classic)