

YORK TECHNICAL COLLEGE  
COURSE SYLLABUS

COURSE PREFIX/NUMBER:    **SPC 205**  
COURSE TITLE:            **Public Speaking**  
LEC HOURS/WEEK:         3.0  
LAB HOURS/WEEK:         0.0  
CREDIT HOURS/SEMESTER:  3.0

[DISTANCE LEARNING ATTENDANCE/VA STATEMENT](#)  
[TEXTBOOK INFORMATION](#)

**COURSE DESCRIPTION**

This course is an introduction to principles of public speaking with application of speaking skills.

**COURSE COMPETENCIES**

**Module 1: Characteristics of Effective Public Speaking**

- Distinguish between hearing and listening and how that relates to oral communication.
- Recognize barriers to effective oral communication.
- Analyze audience and purpose to adapt style, content, and delivery.
- Identify the selection of materials as resources for content.
- Organize information for various speech purposes and occasions.
- Demonstrate ability to choose diction and apply proper rules of English grammar and sentence structure.
- Recognize and employ control of voice with rate, tone, and variety.
- Understand and employ the use of nonverbal communication to enhance oral communication.
- Identify and model constructive feedback through peer evaluations.
- Recognize and apply strategies for coping with stage fright.
- Understand significance for practice and delivery of oral presentations.

**Module 2: Preparation for Interpretive Readings**

- Choose appropriate selections from fiction for established audiences.
- Practice techniques for improving voice.
- Apply appropriate nonverbal communication for intended audience.
- Develop introductory techniques for materials.
- Identify and practice reading rate.
- Determine and practice suitable expression and eye contact.
- Identify and apply time limits through multiple rehearsing.
- Apply techniques for providing oral peer evaluations.

**Module 3: Preparation for Demonstration Speeches**

- Choose and restrict topic.
- Identify and select materials to be used within the required time range.
- Identify and develop the variety of visual aids noting advantages and disadvantages of each.
- Identify the components and develop an informal topic outline.
- Recognize and use the active process with approved topic.
- Prepare and organize the use of visual aids in order to meet time requirements.
- Evaluate peers through written feedback.

**Module 4: Preparation for Informational and Persuasive Presentations**

- Identify the significance of gathering and acknowledging sources for content purposes.
- Recognize and develop the required components of formal outlining.
- Choose and restrict a topic for each purpose.
- Find and organize material for an informative and persuasive speech.
- Analyze audience and purpose of each formal presentation.
- Identify and develop the use of visual aids based on purpose of speech.

- Identify and practice effective strategies for gaining the audience's attention.
- Recognize and select organizational patterns based on presenting a body of information with facts and examples as well as persuasive techniques for motivating to action or change.
- Identify time limits for each in order to implement specified criteria for delivery.
- Recognize and develop a "bibliography" page based on MLA format.
- Demonstrate improved written peer evaluations.

### **Module 5: Understanding and Application of Group/Team Presentations**

- Identify and compare the variety of group settings and purposes.
- Apply strategies for panel discussions, task force meetings, debates, and/or team presentations.
- Employ active listening.
- Analyze audience and situation for content organization and purpose.
- Select and develop criteria for at least one small group/team presentation.
- Recognize and apply basic reflective-thinking procedure.
- Understand the use of formal procedure for business and/or conventional settings.

SPC 205 gives students confidence and poise in various speaking situations by (1) creating an awareness of the processes involved in public speaking and interpersonal communication and (2) providing them with opportunities to express themselves in formal speeches, group discussions, and conversations.

### **MINIMAL STANDARDS**

Given an assignment, the student will demonstrate minimal course competencies as set by the department and/or the instructor. Assessment and feedback may be in the form of tests, rating sheets, or conferences. A minimum grade average of 60 is required to pass the course.

### **COURSE REQUIREMENTS**

- **Attendance:** Since audience and listening skills are important components of any public speaking course, each student is responsible for attending all scheduled class meetings and for participating in all activities. Any student who is not in attendance the required 80% of scheduled class time will be withdrawn. Absences are counted from the first scheduled class.

Ordinarily, late arrivals or early departures of fewer than 10 minutes constitute a tardy. Three tardies constitute one absence. Late arrivals or early departures of more than 10 minutes constitute an absence and are a disruption to the class.

- **Withdrawal from class:** A student may withdraw from the class after the add/drop period until midterm and receive a grade of W. After midterm, the student must contact the instructor to have a Request for Withdrawal form completed. A grade of W or WF at time of withdrawal will be determined by the situation or reason for withdrawal.
- **Assignments:** Each major activity is assigned in advance. As a part of the preparation for each speech, the instructor will approve (or disapprove) the student's topic and/or planning sheet based on the purpose of the speech, the makeup of the individual class, and the instructor's best professional judgment. (Each instructor will provide specific guidelines for his or her class.)

The instructor will assist as possible in the choosing of topics and may make suggestions as appropriate. No student will be permitted to make a speech without having the topic approved by the instructor. Any student who varies from the approved planning sheet in delivering the speech may not be allowed to complete the speech and will find that the grade for that assignment is penalized. The class is not intended as a public forum.

To meet department expectations, the following types of speech situations must be covered: interpretive reading, demonstration, informative and persuasive speeches, and group speaking. Written tests may also be given.

### **ACADEMIC INTEGRITY**

Academic dishonesty includes using another's work without giving credit to the source and cheating of any type. "Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action" (York Technical College Handbook and Catalog).

### **EVALUATION STRATEGIES/GRADING**

Grading shall reflect oral presentations, class participation, all preparations for speeches, and all tests. Peer evaluation may be used for feedback to the speaker but may be counted as a grade for the evaluator only.

Module I	28%
Module II	5%
Module III	18%
Module IV	47%
Module V	2%

**Grading Scale**

A = 90 – 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = below 60

**ENTRY LEVEL SKILLS:** NA

**PREREQUISITES:** ENG 100 or equivalent

**COREQUISITES:** None

Effective: SP2007