

## SYLLABUS Public Speaking

text—Speech for Effective Communication

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Introduces students to the principles and practices of public speaking including the elements of effective oral communication. Students will acquire confidence and a positive attitude toward public speaking. In addition to listening to, reading, and analyzing notable historic and modern speeches by individuals from a broad cross-section of society, students will learn how to write, prepare and deliver a variety of speeches. Speeches such as informative, demonstrative, persuasive, and extemporaneous will be investigated. Students will learn and understand the role of nonverbal communication. Students will also be aware of factors that inhibit effective communication. Additionally, students will develop critical thinking skills and will learn how to constructively review others' presentations. Technology and elements of the arts will be integrated throughout this course. Active participation is especially necessary in this course. **This course fulfills the fine arts requirement**

### **QUARTER ONE**

UNIT ONE THE COMMUNICATION PROCESS 4 chapters

ch. 1 UNDERSTANDING COMMUNICATION

what is communication?

sending and receiving messages

using communication

considering different settings

developing the communication process

communicating effectively

guidelines for effective communicating

CH. 2 SENDING VERBAL AND NONVERBAL MESSAGES

what are messages?

comparing verbal language and nonverbal language

understanding verbal language

understanding nonverbal language

guidelines for effective verbal and nonverbal communication

**EXAM**

CH. 9 GETTING READY

How to prepare for a speech

choosing your topic

knowing your purpose

writing a thesis statement

knowing your audience

knowing your occasion

supporting your thesis statement

guidelines for getting started

CH. 10 GATHERING INFORMATION

Where to look for info.

using your own knowledge and experience

collecting information from others  
using the library or media center  
recording your information  
identifying your sources  
guidelines for gathering information  
**EXAM**

#### CH. 11 PREPARING YOUR SPEECH

How to organize your speech  
organizing the body  
planning the intro  
planning the conclusion  
using transitional devices  
outlining  
translating your outline into a speech  
guidelines for preparing your speech  
**EXAM**

#### **PRESENTATION OF 2 FORMAL SPEECHES**

### **QUARTER TWO**

#### CH. 3 USING YOUR VOICE

how is voice produced  
identifying the generators of sound  
understanding resonators  
identifying the articulators of sound  
improving vocalization  
correcting articulation problems  
sending effective vocal messages  
guidelines for vocalizing

#### CH. 4 LISTENING AND EVALUATING

what makes a good listener?  
analyzing factors that affect listening  
listening critically  
listening actively  
evaluating a speaker's reasoning  
examining propaganda techniques  
listening and evaluating  
guidelines for listening effectively

#### UNIT 2 INTERPERSONAL RELATIONSHIPS

#### CH. 5 ANALYZING YOURSELF AS A COMMUNICATOR

what is interpersonal communication?  
understanding perception  
thinking about your self-concept  
assessing needs: sources of behavior  
interacting with others

making predictions about others  
guidelines for analyzing yourself as a communicator

**EXAM**

**PRESENTATION OF TWO FORMAL SPEECHES  
MIDTERM EXAM**

**QUARTER THREE**

**CH. 6-COMMUNICATING PERSON TO PERSON**

What is interpersonal communication?

developing relationships

responding to others

communicating your thoughts and feelings

giving and accepting criticism

guidelines for communicating person to person

**CH 7 SPEAKING INFORMALLY**

What is informal communication?

speaking for practical purposes

guidelines for practical communication

speaking for social purposes

using constructive feedback to resolve disagreements

guidelines for speaking socially

**CH 8 INTERVIEWING**

What is an interview?

preparing to be interviewed

being interviewed

guidelines for being interviewed

interviewing others

following up an interview

guidelines for interviewing others

**UNIT 3 PUBLIC SPEAKING**

**CH. 12 USING EFFECTIVE LANGUAGE**

What is effective language?

comparing good speaking to good writing

choosing the right words

using language expressively

adjusting your vocabulary to suit your audience

avoiding common language problems

guidelines for using effective language

**EXAM**

**PRESENTATION OF TWO FORMAL SPEECHES**

**QUARTER FOUR**

**CH. 13 PRESENTING YOUR SPEECH**

how to present your speech

comparing methods of delivery

controlling the stage fright  
improving nonverbal behavior  
improving vocal skills  
improving verbal messages  
using speaker's equipment and materials  
controlling other factors that affect delivery  
evaluating your delivery  
guidelines for delivering a speech

#### UNIT 4 SPEAKING FOR A PURPOSE

##### ch. 14 SPEAKING TO INFORM

What is an informative speech?  
planning an informative speech  
preparing to speak  
adapting your speech to suit your audience  
delivering your speech  
conducting a question and answer session  
responding to feedback  
evaluating informative speeches  
guidelines for informative speeches

#### **EXAM**

##### CH. 15 SPEAKING TO PERSUADE

What is a persuasive speech?  
preparing a persuasive speech  
using persuasive techniques  
adapting your persuasive speech to your audience  
organizing your speech  
delivering your speech convincingly  
evaluating a persuasive speech  
guidelines for persuasive speeches

##### CH. 16 SPEAKING FOR A SPECIAL OCCASION

What is a special occasion speech?  
Planning a speech for a special occasion  
preparing your speech  
delivering your speech  
evaluating special occasion speeches  
understanding types of special occasion speeches  
guidelines for special occasion speeches

#### ORAL INTERPRETATION

##### CH. 20

What is oral interpretation?  
choosing literature for interpretation  
understanding your selection  
preparing your presentation

interpreting literary selections  
guidelines for giving an oral interpretation  
**FINAL EXAM**  
**SPECIAL CULMINATING PROJECTS**

Filename: SYLLABUS PUBLIC SPEAKING  
Directory: U:\SPEECH  
Template: C:\Documents and Settings\Teacher\Application  
Data\Microsoft\Templates\Normal.dot  
Title: MY SYLLABUS IDEAS FOR SPEECH  
Subject:  
Author: MMHS Teacher Workstation  
Keywords:  
Comments:  
Creation Date: 9/15/2010 12:40 PM  
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