**COURSE INFORMATION FORM**

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<tr>
<th>DISCIPLINE</th>
<th>Communications</th>
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<tr>
<td>COURSE TITLE</td>
<td>Fundamentals of Speech</td>
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<td>CR.HR</td>
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<td>LECT HR</td>
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**CATALOG DESCRIPTION**

An introductory public speaking course including practical application of speaking and listening skills. Emphasis will be on organization and delivery of subject matter.

**PREREQUISITES**

ENGL 30 / 90 or an appropriate placement test score.

**EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)**

Upon completion of this course, the student will be able to:

1. List and define the general purpose of three types of speeches.
2. Organize a topic into outline form distinguishing main points from supporting points.
3. Present a strategy for effectively delivering the introduction, body, and conclusion of a speech.
4. Utilize presentation and communication skills learned in the course to deliver a speech.
5. Identify major considerations of which a speaker should be aware with respect to cultural diversity, ethics, and audience analysis.

**GENERAL EDUCATION OUTCOMES (ESO)**

Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Quizzes (1, 2, 3, 4)
2. In class exercises and discussions (1, 2, 3, 4, 5)
3. Exams (1, 2, 4, 5)
4. Research paper (5)
5. In class presentations (3, 4)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Speech preparation
   A. Selecting and researching a topic
   B. Types of speeches: Inform, persuade, entertain, impromptu, special occasion – other
   C. Organizing information and outlining
   D. Language and word choice
   E. Documentation of sources

II. Audience analysis
   A. Diversity and multicultural issues
   B. Audience demographics

III. Delivery
   A. Communication apprehension and stage fright
   B. Presentation and delivery skills
   C. Non-verbal communication
   D. Visual aids and technology

IV. Critical thinking
   A. Analyzing and critiquing speeches
   B. Ethical issues in public speaking
   C. Logic and reasoning
   D. Communication theory and listening