# Public Speaking: Learning to Share with Confidence and Purpose

#### SAMPLE COURSE SYLLABUS

## Instructor Information

**Name:**

**Office Location:**

**Office Phone:**

**Email:**

## Welcome to Public Speaking!

This public speaking course establishes an academic foundation on communication, then moves into methods and practical application. The course will help you develop the necessary confidence and skills to present your ideas clearly and effectively to both large and small audiences. The course is designed to provide a number of different speaking and listening opportunities so that you can practice the techniques necessary to become a competent oral communicator in a wide variety of social and professional settings.

The use of examples, both written and video, are a significant learning tool in this course. In particular, an entire chapter is built around managing nerves and learning how to create a state of mindfulness while speaking. You will have a full tool kit to help manage stress and anxiety in the future.

Ultimately, this course is about creating the type of speaker you are meant to be. The goal is not to have each presenter deliver in the same way but to bring out how *you*best present.

## Courseware & Simulation

This course uses the “Public Speaking: Learning to Share with Confidence and Purpose” digital courseware. This material may be accessed at [http://home.stukent.com](http://home.stukent/com). The courseware is a combination of textbook-style content, visuals, and videos to help guide you through the material to become a stronger public speaker.

The course also uses an online simulation called Mimic: Public Speaking, also available at <http://home.stukent.com>. The simulation provides you with more opportunities to practice public speaking and the best way to improve your public speaking is to public speak!!!

Activate your Stukent.com account as material will be covered the first day of class, also the simulation will start when the class starts!

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## Learning Outcomes

* Identify personal speech habits and characteristics to increase confidence
* Dissect the speech communication process, with respect for and adaptation to the audience
* Model the ethics of public speaking and your obligation to the audience
* Apply elements of speech writing, including organization, outlining, research, and vocabulary build
* Develop effective oral delivery techniques
* Analyze presentation anxiety and develop strategies to control apprehension and anxiety
* Develop critical listening and evaluative skills

## Grading Assessment

| **Activity** | **%** |
| --- | --- |
| Introduction Speech | 5 |
| Impromptu Speech | 10 |
| Persuasive Speech | 10 |
| Team Teaching | 15 |
| Individual Project | 15 |
| Elevator Pitch | 5 |
| Participation / Feedback | 10 |
| Simulation | 10 |
| Final Exam | 20 |

Failure to complete all components of the course will result in an automatic grade of F for the course.

**Self-introduction Speech:** Connection to your peers is important in this course. Early in the semester, you are to introduce yourself to the class. Of course the class wants to know all about you but it is important to note that you will be graded on only two elements: 1. Use of vocal pauses (umm, ahh, like (misuse of)), and 2. Ability to meet the time requirements (between two minutes and two minutes and 30 seconds).

**Impromptu Speech:** The impromptu speech presentations will take place over two class periods. Your presentation date will not be predetermined as names will be pulled at random to determine presentation order. When your name is pulled you will draw a topic. The instructor will allow you to read the topic and have one minute to briefly prepare. After one minute, the instructor will read the topic out loud, while you stand at the front of the room, you will then have the opportunity to speak on the topic with the goal of concluding between two minutes and two minutes and 30 seconds.

**Persuasive Speech:** You will individually present on a topic where you are trying to convince your audience to think or act in a specific way.

**Team Teaching:** In teams, guided by your instructor, you will team teach the class a topic of your choice. The topic must include academic rigor and audience engagement.

**Individual Project:** The individual project runs over a number of weeks. You will create a presentation, deliver it, and record the delivery. Once completing the first presentation, watch it and conduct a self assessment on your delivery and content. Based on your self assessment, and other feedback you may have received, make changes to the presentation, and present the improved speech to the class. Getting better at public speaking is an iterative process, this project is about improving yourself!

**Elevator Pitch:** An elevator pitch is a form of introduction in a work environment. For this assignment you will meet your class at an elevator, each student will come on the elevator one at a time with your instructor and their invited guest. On the way up the elevator you will introduce yourself to the invited guest, and on the way down you will receive feedback on your introduction and interaction. An alternate “speed-networking” option is available as well.

**Participation and Feedback:** It is important to participate in your classes, but especially in public speaking class. Be prepared for each class, engage with your instructor and peers, and provide feedback when asked. The quality of your interactions will contribute to this grade.

**Simulation:** The simulation has 11 rounds, plus an introduction. Note the course schedule for due dates on each round, starting on week 2. There will be a series of deliveries and also peer evaluations.

**Final Exam:** The final exam will consist of live presentations in front of your instructor. You will book a time on the final exam date. During your time slot, you will deliver two presentations. Details on each of the presentations and the marking schemes will be provided leading up to the final exam date.

## Student Responsibilities

Presenting can be stressful so in this class it is very important that we are respectful of everyone and their level of proficiency with speaking. With this, it is required that you attend live classes when scheduled and ensure that all presentations are discussions that are had in class *stay in class*. Classmates will be sharing personal information and taking on challenges, so the environment we create will either help us in our learning or hinder us.

Each assignment will vary in requirements, it is up to you to read your assignments thoroughly and come with all materials requested. Pay attention to the length of the speech, if it requires a hand-in of an outline or reference sheet, etc. It is not the instructor’s responsibility to remind you.

This class is only as fun as the students in it. Please come prepared and ready to participate and you will learn more and have fun doing it!

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## Sample Course Calendar — 14-week semester

This course calendar is set up for a 14-week semester with the final exam being OUTSIDEof the 14 weeks.

| **Week** | **Material** | **Assignments Due** |
| --- | --- | --- |
| Week 1 | Course Introduction: Course Syllabus |  |
|  | Chapter 1: Plan | Read Chapter 1 |
|  | Introduction assignment  Vocal Pauses | Sign up for Self-introduction Assignment  Simulation: Round 0 |
| Week 2 | Chapter 2: Audience & Connection | Read Chapter 2 |
|  | Self-introduction Speeches | Self-introduction Speech |
|  | Self-introduction Speeches | Self-introduction Speech  Simulation: Round 1 & Round 2 |
| Week 3 | Chapter 3: Introduction to Research | Read Chapter 3 |
|  | Chapter 4: Impromptu Speaking | Read Chapter 4 |
|  | Impromptu assignment assigned  Impromptu Workshop | Simulation: Round 3 |
| Week 4 | Chapter 11: Delivery | Read Chapter 11 |
|  | Impromptu Assignment | Be ready to deliver both days |
|  | Impromptu Assignment | Simulation: Round 4 & 5 |
| Week 5 | Chapter 8: Putting It Together | Read Chapter 8 |
|  | Chapter 5: Persuasive Speaking | Read Chapter 5 |
|  | Provide Persuasive Assignment | Simulation: Round 6 |
| Week 6 | Chapter 9: Presentation Support | Read Chapter 9 |
|  | Chapter 6: Informative Speaking | Read Chapter 6 |
|  | Make teams and assign team assignments | Simulation: Round 7 |
| Week 7 | Chapter 12: Team Delivery | Read Chapter 12 |
|  | Chapter 10: Presenter Preparation | Read Chapter 10 |
|  | Individual project assigned  Impromptu Workshop | Simulation: Round 8 |
| Week 8 | Chapter 13: Listening & Giving Feedback | Read Chapter 13 |
|  | Impromptu Workshop | Impromptu Workshop #3 |
|  | Teamwork day | Simulation: Round 9 |
| Week 9 | Persuasive Speeches | Be prepared the day you present |
|  | Persuasive Speeches |  |
|  | Persuasive Speeches |  |
| Week 10 | Team presentations | Be prepared the day you present |
|  | Team presentations |  |
|  | Team presentations | Simulation: Round 10 |
| Week 11 | Elevator speeches and Networking |  |
|  | Students hand in Presentation 1 of personal project | Presentation #1 of Personal Project Submitted |
|  | Students provide feedback to peers on presentation #1 of Personal Project | Evaluate peer presentations |
| Week 12 | Chapter 7: Speaking at Special Occasions | Read Chapter 7 |
|  | Chapter 14: Trends | Read Chapter 14 |
|  | Elevator assignment or Impromptu workshop | Simulation Round 11 |
| Week 13 | Presentation #2 of Personal Project | Personal Project Final Presentation Delivery |
|  | Presentation #2 of Personal Project | Personal Project Final Presentation Delivery |
|  | Presentation #2 of Personal Project | Personal Project Final Presentation Delivery |
| Week 14 | Final Exam Preparation  Last Day Wrap-up | Prepare Final exam |