



TITLE:	Oral Communication (Public Speaking)
CODE:	ING 117
PREREQUISITE:	English 113 -114 or a higher-level English course
COREQUISITE:	ING 117L
CREDITS:	3 credits 45 hours a semester 15 hours Lab 1 semester

DESCRIPTION

A practical focus on the art of communication. Speeches, debates, panels. Exercises for oral communication. Ethical values are presented in the oral presentations and course lectures.

JUSTIFICATION

The ability to give effective speeches in a face-to-face context or via technology in a globalized world is a quintessential skill. Today's students are empowered with knowledge; consequently, efficient communication in social arenas and the workplace for sharing information, giving special occasion speeches, or trying to influence others ethically should be the goal of the 21st century professional.

COMPETENCIES

The course develops the following competencies in the student:

- **Communication**

OBJECTIVES

During and after completion of the course, the students will:

1. Understand the essential elements in public speaking.
2. Conduct research and organize information.
3. Organize a speech in an outline form.
4. Develop an effective speech from the outline.
5. Edit speeches.
6. Use different methods of delivery.
7. Be able to deliver a speech effectively.
8. Be able to communicate credibility through nonverbal language.
9. Recognize and use the different speeches (purpose).
10. Use ethical guidelines to give presentations

COURSE OUTLINE

1. Essential Elements
 - a. Speaker
 - b. Audience
 - c. Message
 - d. Noise
 - e. Channel
 - f. Context
2. Know and use technology and resources
 - a. Library
 - b. Virtual Library
 - c. Internet
 - d. Others
3. Outline Form
 - a. Main Point I
 - i. Supporting material
 - ii. Supporting material
 - b. Main Point II
 - i. Supporting material
 - ii. Supporting material
 - iii. Supporting material
 - c. Main Point III
 - i. Supporting material
 - ii. Supporting material
 - iii. Supporting material
 - d. Conclusion
 - i. Summary of ideas
 - ii. Restate the importance of ideas
4. Edit speech
 - a. Grammar
 - b. Syntax
 - c. Spelling and punctuation
 - d. Style
5. Methods of delivery
 - a. Memorized speech
 - b. Impromptu speech
 - c. Extemporaneous speech
 - d. Manuscript speech
6. Effective vocal delivery
 - a. Volume
 - b. Rate
 - c. Pitch
 - d. Pause
 - e. Articulation and Pronunciation
7. Credibility and Body Language
 - a. Eye Contact

- b. Facial Expression
 - c. Postures
 - d. Gestures
 - e. Movements
- 8. Types of Speeches
 - a. Informative
 - b. Persuasive
 - c. Special Occasion
- 9. Ethical Guidelines
 - a. Use APA and/or MLA Citation

METHODOLOGY

The following strategies of the active learning methodology are recommended:

- Collaborative learning: Group Discussions
- Videos: Listening and speaking activities
- Dialogues: Oral and written presentations
- Online Research
- Films and Documentaries

EVALUATION

Oral or video presentations	25%
Immersion Experience	30%
Participation and quizzes	25%
Final Speech	20%

RESOURCES

DeVito, J. A. (2011). *The essential elements of public speaking* (4th ed.). Allyn & Bacon.

BIBLIOGRAPHY

Baskerville, D. M. (1994, May 1994). Public speaking rule #1: Have no fear. *Black Enterprise*, 24(10), 76.

<http://search.proquest.com/docview/217862008?accountid=44128>

Doetkott, R., & Motley, M. (2009). Public Speaking Delivery Styles: Audience Preference and Recollection. Conference Papers -- National Communication Association, 1.

<http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=54435011>

&lang=es&site=ehost-live

Drushal, J. (1939). An objective analysis of two techniques of teaching delivery in public speaking. *Quarterly Journal of Speech*, 25(4), 561.

<http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=9489196&lang=es&site=ehost-live>

García del Toro, A. (2000). *Hablemos claro: (De la idea a la expresión oral)*. Río Piedras, P.R.:Editorial Plaza Mayor.

Klein, R., & Lamers, W. M. (1936). Standards in public speaking. *Quarterly Journal Of Speech*, 22(3), 439. <http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=9225197&lang=es&site=ehost-live>

Malandro, L. A. (2003). *Say it right the first time* [digital edition]. New York: McGraw-Hill.

http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=92234&lang=es&site=ehostlive&ebv=1&ppid=pp_vii

Menzel, K. E., & Carrell, L. J. (1994). The relationship between preparation and performance in public speaking. *Communication Education*, 43(1), 17.

<http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=9405315250&lang=es&site=ehost-live>

Morgan, N. (2001). Lessons in public speaking from recent presidents. *Harvard Management Communication Letter*, 4(11), 9. <http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=5878668&lang=es&site=ehost-live>

Sunseri, A. J. (1991). Practice underlies good public speaking skills. *Healthcare*

Financial Management, 45(6), 132.

<http://search.proquest.com/docview/196356761?accountid=44128>

Susnienė, D., Virbickaitė, R., & Purvinis, O. (2010). Insights on problems of public speaking and ways of overcoming it. *Nation & Language: Modern Aspects Of Socio-Linguistic Development*, 106-111.

<http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=64397787&lang=es&site=ehost-live>

Porter, P., & Grant, M. (1992). *Communicating effectively in English: Oral communication for non-native speakers*. Heinle ELT.

Poyatos, F. (2002). *Nonverbal communication across disciplines: Vol. 3, Narrative literature, theater, cinema, translation*. Amsterdam, Philadelphia, Pa: J. Benjamins Pub.

http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=86770&lang=es&site=ehost-live&ebv=1&ppid=pp_vii

Williams, H. (2008). *Great speeches of our time*. London: Quercus.

Ubel, S., Routsong, T., Turk, C., Koesten, J., & Liang, H. (2008). The impact of gender, success and planning of humor on public speaking apprehension. *Conference Papers -- National Communication Association*.

<http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=44853051&lang=es&site=ehost-live>

Young, K. S., & Travis, H. P. (2011). *Oral communication: Skills, choices, and consequences*. Long Grove, Illinois: Waveland Press.

Find more information resources related to the course topics on the library page
<http://biblioteca.sagrado.edu/>

REASONABLE ACCOMMODATION

For detailed information on the process and the required documentation, you must visit the corresponding office. To guarantee equal conditions, in compliance with the ADA Law (1990) and the Rehabilitation Act (1973), as amended, any student who needs reasonable accommodation services or special assistance must complete the process established by the Vice Presidency of Student Affairs:

- Students participating in the Student Support Program (PAE) will request service at the Program offices.
- Students who do not participate in the Student Support Program (PAE) will request the service at the Integral Wellness Center.

To obtain detailed information about the process and the required documentation, you must visit the corresponding office.

ACADEMIC HONESTY, FRAUD, AND PLAGIARISM

Any student who misses the policy of honesty, fraud, and plagiarism is exposed to the following sanctions: he will receive a zero mark in the evaluation and / or repetition of the work in the course, a grade of F (*) in the course; suspension or expulsion as established in the Academic Honesty Policy document (DAEE 205-001) effective August 2005.