

This document is a template to capture the details about the mapping of the course and lesson objectives, the reading assignments, and the graded assignments.

### Version Control

Document Name	Document	Revision Summary	Date	Author
Public_Speaking_Design_Document.doc	Draft		3/20/2009	Jodie Jones
	Development SME		3/22/2009	Julie Patrick
Public_Speaking_Design_Document.doc	Review			
Public_Speaking_Design_Document.doc	Comments Review	Incorporated SME Changes	3/23/2009	Jodie Jones
Public_Speaking_Design_Document.doc	Comments Review	Incorporated Ellen N.'s Comments where possible	3/25/2009	Jodie Jones
Public_Speaking_Design_Document.doc	Comments Review	All CE Changes	3/27/2009	Jodie Jones
Public_Speaking_Design_Document.doc	Revision	Changed the order of Lessons 6 and 7	4/8/2009	Jodie Jones
Public_Speaking_Design_Document.doc	Revision	Added Assignment Names and Types	4/22/2009	Jodie Jones

### SCANS Objectives

1. Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
2. Communicates thoughts, ideas, information, and messages in writing.
3. Creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
4. Receives, attends to, interprets, and responds to verbal messages and other cues.
5. Organizes ideas and communicates orally.
6. Generates new ideas.
7. Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
8. Recognizes problems and devises and implements plan of action.
9. Organizes, and processes symbols, pictures, graphs, objects, and other information.
10. Uses efficient learning techniques to acquire and apply new knowledge and skills.
11. Exerts a high level of effort and perseveres towards goal attainment.
12. Believes in own self-worth and maintains a positive view of self.
13. Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
14. Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
15. Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
16. Works well with men and women from diverse backgrounds.
17. Assesses skills, distributes work accordingly, evaluates performance, and provides feedback.
18. Acquires, evaluates, organizes, and maintains information.
19. Interprets and communicates information.
20. Uses computers to process information.
21. Knows how social, organizational, and technological systems work and operates effectively with them.
22. Chooses procedures and tools including computers and related technologies.

## Course Outcomes

### Knowledge Outcomes

Upon completion of the course, students will have knowledge about:

- K1. Speech preparation techniques
- K2. Presentation aids analysis
- K3. Elements of an informational speech
- K4. Elements of a persuasive speech
- K5. Elements of a ceremonial speech

### Skill Outcomes

Upon completion of the course, students will be able to demonstrate how to:

- S1. Create a speech outline
- S2. Apply polished delivery mechanics
- S3. Use presentation aids
- S4. Listen to other speakers and provide critical feedback
- S5. Create and deliver an informational speech
- S6. Create and deliver a persuasive speech
- S7. Create and deliver a ceremonial speech

## Course Objectives

Upon completion of this course students will be able to:

1. Demonstrate knowledge of public speaking and speech delivery concepts.
2. Analyze the delivery of other students' speeches.
3. Perform audience analysis tasks.
4. Prepare speech topics and outlines.
5. Use supporting materials and presentation aids in speech preparation.
6. Prepare each of the components of a speech.
7. Prepare a variety of different speech types.

<b>Lesson Number:</b>	1
<b>Lesson Name:</b>	<b>Introduction to Public Speaking</b>
<b>Reading Assignment:</b>	The Essential Elements of Public Speaking 3/E: Chapter 1 (pp. 1-21), Chapter 2 (pp. 22-37)
	Mastering Public Speaking 7/E: Chapter 1 (pp. 1-15), Chapter 2 (pp. 17-31), Chapter 3 (pp. 33-51)
	Presentations in Everyday Life 3/E: Chapter 1 (pp. 1-21), Chapter 2 (pp. 23-45), Chapter 6 (pp. 133-149)
	Principles of Public Speaking 17/E: Chapter 1 (pp. 3-17), Chapter 2 (pp. 19-33)
	Public Speaking 8/E: Chapter 1 (pp. 3-23), Chapter 2 (pp. 25-43), Chapter 3 (pp. 45-69)
	Public Speaking Guidebook 1/E: Chapter 1 (pp. 3-23), Chapter 2 (pp. 24-36), Chapter 3 (pp. 38-56)
	Public Speaking Handbook 3/E: Chapter 1 (pp. 5-16), Chapter 2 (pp. 17-26), Chapter 3 (pp. 27-46), Chapter 4 (pp. 47-60)
	Public Speaking: An Audience-Centered Approach 7/E: Chapter 1 (pp. 3-23), Chapter 2 (pp. 25-41), Chapter 3 (pp. 45-59)
	Public Speaking: Strategies for Success 5/E: Chapter 1 (pp. 3-25), Chapter 2 (pp. 27-45)

Course Objective	Lesson Objective	Related Outcomes	Assignment # and Title	Assignment Type	Grading Method	Time on Task (Hours)
1. Demonstrate knowledge of public speaking and speech delivery concepts.	1.1 Apply methods for relieving communication anxiety and building speaker confidence.	K1. Speech preparation techniques	Public Speaking Anxiety	Discussion Forum	Discussion Rubric	1
	1.2 Describe basic communication and public speaking concepts.		Assignment 1.1: Successful Communication	Writing Assignment	Writing Rubric	2
	1.3 Prepare a basic speech.		Assignment 1.2: Communication Concepts in Comics			
			Assignment 1.3: Selecting a Speech Topic	Writing Assignment	Writing Assignment	

Recommended Available Media	Location of Media	Lesson Component Where Media is Being Used
Allyn & Bacon Public Speaking Website	<a href="http://wps.ablongman.com/ab_public_speaking_2/">http://wps.ablongman.com/ab_public_speaking_2/</a>	
Speech Preparation Workbook (Contains forms and other info that might be useful)	CourseCompass.com (Located on the Additional Resources page)	
MySpeechLab MySpeechFeed (Might be useful for		

**Grading Criteria****Weighted Grading Breakdown**

<b>Activity Types</b>	<b>Weights (%)</b>
Discussion Forums	25
Assignments	50
Tests	25
	100

**Grading Conversion Table**

<b>Letter Grade</b>	<b>Percentage</b>	<b>Grade Point</b>
A	90 - 100%	4
B+	85 - 89%	3.5
B	80 - 84%	3
C+	75 - 79%	2.5
C	70 - 74%	2
D+	65 - 69%	1.5
D	60 - 64%	1
F	<60%	0

**Time on Task Grid**

Lesson Number	Reading Assignment	Lesson Presentation	Graded Assignments	Evaluations	Discussion Forums	Lesson Total
1	1 to 2	1	2	0	1	5 to 6
2	1 to 2	1	2	0	1	5 to 6
3	1	1	2	0	1	5
4	1	1	2	2	1	7
5	1 to 2	1	2	0	1	5 to 6
6	1 to 2	1	2	0	1	5 to 6
7	1 to 2	1	2	0	1	5 to 6
8	1 to 2	1	2	2	1	7 to 8
9	1 to 2	1	2	0	1	5 to 6
10	1	1	3	0	1	6
11	1 to 2	1	3	0	1	6 to 7
12	1	1	3	2	1	8
<b>Total</b>	12 to 20	12	27	6	12	69 to 77