NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>PREFIX NO.</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 205</td>
<td>Fall 2015</td>
<td>Fall 2016</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Speaking</td>
<td>3</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREREQUISITES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 with grade of &quot;C&quot; or better;</td>
</tr>
<tr>
<td>Corequisite: ENG 102</td>
</tr>
</tbody>
</table>

DESCRIPTION: This course is an introduction to principles of public speaking with application of speaking skills. For Transfer.


MATERIALS (specifying those to be purchased by student): Textbook, workbook and pens/pencils. (Everyday)

COLLATERAL READING:

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

ACADEMIC HONESTY: All students are reminded of college policy regarding Academic Dishonesty as outlined in the Student Code Handbook. Should any student break college policy and submit an essay that is not entirely his/her own work, plagiarize, or cheat on any assessment, he/she will receive a 0/F for that assignment.

ATTENDANCE: Students are expected to attend all scheduled classes, however, for day classes no more than six classes may be missed, and for an evening class not more than three classes may be missed—regardless of excuse. After the excessive absence, the student will be dropped from the course with an F. If the instructor drops a student for excessive absences at any time during the semester, a grade of “F” will be assigned. If the student withdraws from the course, a grade of “W” or “WF” will be assigned as outlined in the college catalog. Should a student leave class before class is dismissed, it will count as an absence.

TARDY: A student is considered tardy if not in the classroom at the time the roll is taken. Should the student be habitually tardy, he/she will be warned afterwards, each tardy will count as an absence.

TESTING: Pop quizzes will be given randomly during the term. Should a student be late or miss a quiz with an unexcused absence, he/she must provide a written, verifiable excuse upon his/her return to class. Make-up tests will then be given at the earliest possible date. Should the student fail to follow this procedure, the student will receive a 0 on the assessment.
ASSIGNMENTS: Students are expected to present speeches on the days that they are assigned. Any speeches not given on the assigned date must be made up during the following class meeting. Speeches given late will be lowered one letter grade. No other assignments will be accepted late. Students are responsible for any notes, handouts, and/or assignments given during their absence. The instructor also reserves the right to refuse any paper/speech that does not follow assignment guidelines.

CLASS POLICY: All cell phones, beepers, pagers, etc. must be turned off upon entering class and must remain off and unseen during class.

DISABILITIES STATEMENT: Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See Catalog)

STUDENT ID: It is mandatory that every student wear his or her student ID at all times when on the Cheraw campus.

RESOURCES (A-V, persons, tools/equipment):

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic:

**TENTATIVE CLASS OUTLINE**

Welcome, Introductions & Review Syllabus
Chapter 1 - Understand Speaking
Chapter 2 - Listening
Chapter 3 - Speaking Ethics
Chapter 4 - Addressing Speech Anxiety
Chapter 5 - Planning
Chapter 6 - Topic Selection and Analysis
Chapter 7 - Audience Analysis
Chapter 8 - Research
Chapter 9 - Transferring Ideas into Speech Points
Chapter 10 - Organizing Points
Chapter 11 - Outlining
Chapter 12 - Connectives
Chapter 13 - Introductions
Chapter 14 - Conclusions
Chapter 15 - Supporting Materials
Chapter 24 - Practice Sessions
Chapter 27 - Presentation Aids
Chapter 16 - Reasoning
Chapter 17 - Language and Style
Chapter 23 - Modes of Delivery
Chapter 25 - Vocal Delivery
Chapter 26 - Physical Delivery
Course Outline
SPC 205
Page 3

Chapter 19 – Credibility
Chapter 20 – Motivational Appeals
Chapter 22 – Persuasive Strategies
Chapter 30 – Analyzing Speech Contexts
Chapter 31 – Educational Context
Chapter 32 – Workplace Context
Chapter 33 – Social and Ceremonial Context
Chapter 34 – Civic and Political Context
Chapter 35 – Leadership across Contexts
Chapter 28 – Adapting to the Speech Situation

FINAL EXAM

LEARNING OUTCOMES/OBJECTIVES OF COURSE: Students taking this course will learn the basic techniques of successful public speaking including selecting and researching topics, organizing and presenting ideas, analyzing an audience, and building confidence. At the completion of this course, students will be able to plan effective informative and persuasive speeches and/or group presentations, demonstrate effective delivery techniques, and critically analyze other oral presentations.

COLLEGE WIDE OBJECTIVES: Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES: Speeches, use of visual aids, class readings and discussions, oral presentations, critiques and evaluations, examinations, and assignments will be used as instructional methods.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
5 Quizzes
2 Tests
Outlines – Informative, Persuasive/Tribute, Group
Speeches – Informative, Persuasive/Tribute/Inspiration, Group
Worksheets & Class Assignments

GRADING SCALE:
A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59