

## Course **Syllabus**

What you will learn in this course

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### **Public Speaking 1b: Finding Your Voice**

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Bring your speeches to life by learning about body language, vocal, and other techniques. Learn about logic and reason while gaining the confidence to help create and deliver great presentations and speeches. You will also critically examine your speeches and presentations and those of others to improve upon your in-person and virtual presentation skills.

### **Unit 1: Inductive and Deductive Reasoning**

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In this unit, you'll learn how to use both inductive and deductive reasoning, how to organize a strong argument using the Toulmin Method, and the various common organizational forms of speeches. By the end of this unit, you will know how to prepare a speech outline and be ready to move on to speech writing.

## What will you learn in this unit?

1. Define inductive and deductive reasoning.
2. Demonstrate logical reasoning.
3. Recognize an illogical or invalid argument.
4. Structure an argument according to the Toulmin Method.
5. Describe the various common organizational forms of speeches.
6. Demonstrate how to choose an organizational form according to the purpose of your speech.
7. Prepare a speech outline including an introduction, main body, and conclusion.

<b>UNIT 1 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 1 Critical Thinking Questions	Homework
Unit 1 Assignment 1	Homework
Unit 1 Assignment 2	Homework
Unit 1 Discussion 1	Discussion
Unit 1 Discussion 2	Discussion
Unit 1 Quiz	Quiz

## Unit 2: Speech Writing

In this unit, you'll learn all about writing speeches, including how to use the correct language register, how to use emotive language, and how to integrate specific literary techniques. By the end of the unit, you'll be ready to write your first well-argued and emotionally powerful speech.

## What will you learn in this unit?

1. Explain what "language register" means.
2. Correctly choose a register to use.
3. Describe the most important principles of speech writing.
4. Describe the qualities Aristotle believed were essential in good speech writing.
5. Use emotive language subtly.
6. Avoid overly "loaded" and propagandist content.
7. Use various literary techniques to create an emotional effect.

8. Define “amplification” and “anaphora.”

<b>UNIT 2 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 2 Critical Thinking Questions	Homework
Unit 2 Assignment 1	Homework
Unit 2 Assignment 2	Homework
Unit 2 Discussion 1	Discussion
Unit 2 Discussion 2	Discussion
Unit 2 Quiz	Quiz

### **Unit 3: Self-Efficacy and Self-Esteem**

In this unit, you’ll learn all about developing the two essential aspects of confidence: a sense of self-efficacy and self-esteem. You’ll also learn about techniques to reduce your fear of public speaking, visual aids to enhance your presentations, and rehearsal strategies.

#### **What will you learn in this unit?**

1. Define both self-efficacy and self-esteem.
2. Demonstrate how to develop your sense of self-efficacy through achievable goals.
3. Demonstrate how to develop your self-esteem by challenging negative perceptions.
4. Demonstrate how to improve your confidence by “faking it.”
5. Demonstrate how to control your thoughts and emotions using mindfulness techniques.
6. Demonstrate how to use positive thinking and visualization techniques to control nerves.
7. Describe various visual aids that can be used for a presentation and explain why and why to use them.
8. Describe the three most important delivery techniques for a presentation and demonstrate how to practice them.

### **UNIT 3 Assignments**

Assignment	Type
Unit 3 Critical Thinking Questions	Homework
Unit 3 Assignment 1	Homework
Unit 3 Assignment 2	Homework
Unit 3 Assignment 3	Homework
Unit 3 Discussion 1	Discussion
Unit 3 Discussion 2	Discussion
Unit 3 Quiz	Quiz

## Unit 4: Body Language and Vocal Techniques

In this course, you will learn all about how to use body language effectively as well as how to avoid common body language pitfalls, how to develop a strong vocal technique, and how to effectively engage with your audience.

### What will you learn in this unit?

1. Define “body language.”
2. List some of the behaviors that commonly signal deception and nervousness.
3. Explain why nervousness can be fatal to rhetorical speech.
4. Define “resonance.”
5. Explain how to use body language effectively in a public speech.
6. Explain how to use pauses effectively in a public speech.
7. Explain how to effectively interact with the audience during a public speech.

<b>UNIT 4 Assignments</b>	
Assignment	Type
Unit 4 Critical Thinking Questions	Homework
Unit 4 Assignment 1	Homework
Unit 4 Assignment 2	Homework
Unit 4 Assignment 3	Homework

Unit 4 Discussion 1	Discussion
Unit 4 Discussion 2	Discussion
Unit 4 Quiz	Quiz

## Public Speaking 1b Midterm Exam

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- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from the **first** half of the course (Note: You will be able to open this exam only one time.)

<b>MIDTERM Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Midterm Exam	Exam
Midterm Discussion	Discussion

## Unit 5: Speech Evaluation

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In this unit, you will learn how to critically evaluate the speeches of others in terms of their purpose, presentation, organization, argument, introduction and conclusion, word choice and literary techniques. You'll also learn how to stand back and critically examine your own work in order to identify areas for improvement.

### What will you learn in this unit?

1. Determine the success of a speech in terms of its purpose.
2. Determine the success of the presentation of a speech, including the appearance of a speaker and his/her vocal technique, body language, and visual aids.
3. Determine the success of the organization of a speech.
4. Determine the success of the argument of a speech.
5. Determine the success of a speech's introduction and conclusion.
6. Determine how well written a speech is and how appropriate to its purpose.
7. Critically examine your own work.
8. Identify areas of strength and areas for improvement in your own work.

<b>UNIT 5 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 5 Critical Thinking Questions	Homework
Unit 5 Assignment 1	Homework
Unit 5 Assignment 2	Homework
Unit 5 Assignment 3	Homework
Unit 5 Discussion 1	Discussion
Unit 5 Discussion 2	Discussion
Unit 5 Quiz	Quiz

## **Unit 6: Adding Presentational Aids**

In this unit, we'll take a deeper dive into when, why, and how to most effectively use presentational aids as part of a speech. You'll learn about the many different types of presentational aids that can be used. We'll also explore a few guidelines to consider when using presentational aids.

### **What will you learn in this unit?**

1. Explain the purpose of using presentational aids in public speaking
2. Identify the different types of presentational aids used in speeches
3. Understand general guidelines for effectively using presentational aids
4. Learn what pitfalls to avoid when using presentational aids

<b>UNIT 6 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 6 Critical Thinking Questions	Homework
Unit 6 Lab	Homework
Unit 6 Discussion 1	Discussion
Unit 6 Discussion 2	Discussion

Unit 6 Quiz	Quiz
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## Unit 7: Group Presentations

There are many speaking situations where it makes more sense to have a group make the presentation instead of just one individual. In this unit, we'll look at the different kinds of group presentations and the various roles you might play in preparing and delivering one. We'll also spend some time exploring guidelines to help a group prepare and present most effectively.

### What will you learn in this unit?

1. Understand various kinds of group presentations
2. Identify the different roles in group presentations
3. Describe general guidelines for preparing a group presentation
4. Recognize the best ways to present a group presentation

<b>UNIT 7 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 7 Critical Thinking Questions	Homework
Unit 7 Lab	Homework
Unit 7 Discussion 1	Discussion
Unit 7 Discussion 2	Discussion
Unit 7 Quiz	Quiz

## Unit 8: Giving an Online Presentation

By the end of this unit, you will be familiar with preparing and giving an online presentation, often called virtual or remote speaking. We will explore the different types and formats of online speaking. You will learn what steps are needed to create and prepare to deliver a speech online. Finally, we will walk through a few guidelines to successfully deliver a virtual speech.

### What will you learn in this unit?

1. Explain what online speaking is

2. Know the difference between real-time and recorded online speeches
3. Identify the steps needed to prepare for an online speech
4. Understand guidelines for delivering various kinds of virtual presentations

<b>UNIT 8 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 8 Critical Thinking Questions	Homework
Unit 8 Lab	Homework
Unit 8 Discussion 1	Discussion
Unit 8 Discussion 2	Discussion
Unit 8 Quiz	Quiz

## Public Speaking 1b Final Exam

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- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from the **second** half of the course (Note: You will be able to open this exam only one time.)

<b>FINAL Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Final Exam	Exam
Final Exam Discussion	Discussion