

HC 228 Presentation Skills for the Workplace

Faculty: Donald J. McKay, PhD
Location: Loop Campus
Dates: December, Tuesday & Thursday
Hours: 6-9 PM
Quarter Hours: 2

Competencies:

H3E - Can speak effectively in public settings

FX - Can develop and present an effective speech in a variety of work settings

Textbooks: The Speechmaking Process, Raymond S. Ross. 11th Ed.
Blank Videocassette

Other: Videos as chosen.

Course Description: Speaking in public remains on the top ten lists of “worst fears”. This course is designed to give students an opportunity to move through these fears and build their skills as speakers in various settings. Through exercises and presentations students will build their skills in causal and formal speech. Students will prepare a variety of presentations, including impromptu, persuasive, informative, and motivational. Through instructor and class feedback, students will build their presentation skills in organizational techniques, topic development, delivery, and use of visuals. Students will be videotaped to participate in their progress. Students will discover that the way they present themselves often means the difference between inspiring confidence or apathy. Students will also review the historical and contemporary work of effective speakers.

Expected Outcomes

Students will:

- Increase their comfort level speaking in groups
- Understand how to research and organize a presentation
- Improve presentation and delivery skills
- Learn to develop the appropriate presentation for each occasion
- Learn to evaluate effective speaking

Evaluation Criteria

- Learning journal, participation
- Speech outlines and notes (Submitted after presentation)
- Video documentation with instructor, peer, and self-assessment
- Weekly and final presentation
- Participation in peer review, analysis of noted speeches and speakers

Assignments:

Readings and Learning Projects for the first class are required before the class meets.

Tuesday Public Speaking and Communication, Ross, Chapters 1 & 2,
Video: *How to Make a Speech*, Steve Allen, McGraw Hill, 37 min.
Learning Project, p.57-58, #2,4,5,18.

Thursday Critical Listening and Audience Considerations, Ross, Chapters 3 & 4,
Video: *Persuasive Speaking: Making Effective Speeches and Presentations*: Esquire Success, 60 min.

Tuesday Preparing, Organizing, and Outlining the Speech, Ross, Chapters 5 -7,
Video: *How to Speak with Confidence*: Bruce Decker, 46 min.

Thursday Delivering the Speech, Ross, Chapters 8 - 10.

Tuesday Delivering the Speech

Learning Strategies:

Lecture/Discussion
Group discussion/debates
Assigned readings.
Note taking
Oral presentations

Evaluation Methods:

30% Preparation: assignments, readings before class.
30% Participation
40% Oral presentations