Course Title: Fundamentals of Public Speaking

Course Description: Does speaking in front of a group seem challenging? Must you be able to effectively express yourself in a group meeting? If your answer is yes, this class is for you! In a comfortable, supportive and fun learning environment, learn how to speak well without the stress. Learn how to use verbal and non-verbal skills to make your points clearly and effectively. You will gain and practice skills to build confidence through competence!

Course Objectives:

1. Speak well without stress.
2. Use verbal and non-verbal skills to make your points clearly and effectively.
3. Display skills to build confidence through competence.

Lesson Plan – by week or session

Session 1: Introductions and syllabus. Student Data Forms.
Identify stressors of public speaking

Session 2: Practice verbal and non-verbal skills.
Practice speaking in front of group.

Session 3: Practice speaking in front of group
Student Evaluation of Instruction

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.
http://www.collin.edu/studentresources/personal/studenthandbook.aspx