

LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- identify personal speech habits and characteristics to increase confidence
- dissect the speech communication process, with respect for and adaptation to the audience
- model the ethics of public speaking and the obligation to the audience
- apply guidelines for ethical communication and decision making
- apply elements of speech writing, including organization, outlining, research
- transform thoughts into speech effectively.
- develop effective oral delivery techniques
- analyze presentation anxiety and develop strategies to control apprehension and anxiety
- develop critical listening and evaluative skills
- present via online delivery platforms
- examine the relationship between the speaker and the audience and the evolution to connection
- integrate impromptu, informative, and persuasive frameworks in order to increase comfort and confidence
- identify reliable sources when performing secondary research to prepare for formal verbal communication

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

The course is designed to provide several different speaking and listening opportunities so that students can practice the techniques necessary to become competent oral communicators in a wide variety of business settings.

Introduction Speech	5
Impromptu Speech	10
Persuasive Speech	20
Team Teaching	15
Elevator Pitch	10
Pecha Kucha	5
Chapter Quizzes	15
Simulations	15
Workshops & in-class Practice & Participation	5

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Material	Major Assignments Due
Week 1	Course Introduction Chapter 1: Plan Vocal Pauses	Sign up for Mimic Simulation Acct. Read Chapter 1 SELF-INTRODUCTION SPEECH Simulation: Round 0
Week 2	Audience & Connection	Read Chapter 2 Simulation: Round 1 & 2
Week 3	Introduction to Research	Read Chapter 3 Simulation: Round 3
Week 4	Impromptu Speaking	Read Chapter 4 IMPROMPTU SPEECH
Week 5	Understanding Delivery Putting It Together	Read Chapter 8 & 11 Simulation: Round 4 & 5
Week 6	Persuasive Speaking Introduce Persuasive Assignment	Read Chapter 5 ELEVATOR SPEECHES Simulation: Round 6
READING WEEK		

Week 8	Informative Speaking	Read Chapter 6 Simulation: Round 7
Week 9	Presentation Support	Read Chapter 9 Simulation: Round 8
Week 10	Presenter Preparation-What does it take to be prepared?	Read Chapter 10 PERSUASIVE SPEECHES Be prepared the day you present
Week 11	Team Delivery	Read Chapter 12 Simulation: Round 9
Week 12	Listening & Giving Feedback	Read Chapter 13 TEAM PRESENTATIONS Be prepared the day you present
Week 13	Communicating Online	Read Chapter 14 Simulation Round: 10
Week 14	Speaking at Special Occasions	Read Chapter 7 PECHA KUCA Be prepared to present Round: 11
Week 15	FINAL SIMULATION IDEA-CON PRESENTATION	Complete Final Simulation

STUDENT RESPONSIBILITIES:

Presenting can be stressful, so in this class it is very important that we are respectful of everyone and their level of proficiency with speaking. With this, it is required that you attend classes and ensure that all presentations and discussions that are had in class *stay in class*. Classmates may be sharing personal information and taking on challenges, so we want to create an environment that will help us in our learning.

Each assignment will vary in requirements, it is up to you to read your assignments (both from the text and in the simulations) thoroughly and come with all materials requested. Pay attention to the length of the speech, if it requires a hand-in of an outline or reference sheet, etc. It is not the instructor's responsibility to remind you. Please come prepared and ready to participate and you will learn more and have fun doing it! Assignments are due on the date set by the instructor and there are no make-up assignments.

Please review Student Rights and Responsibilities from the NWP Academic and Administrative policies <https://www.nwpolytech.ca/about/administration/policies/index.html>

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.