# COM 120 Public Speaking

Purpose: The purpose of this course is to help students develop an understanding of the nature of public speaking and the process of preparing a speech or presentation.

Recommended Textbook: The recommended textbook for this course is iSpeak: *Public Speaking for Contemporary Life,* 5th Edition.. The author are Paul Nelson, Scott Titsworth, and Judy Pearson. Paperback, 336 pages ©2014, McGraw- Hill, ISBN-13: 9780078036880.
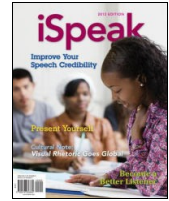
Learning Outcomes: By the end of this course students should be able to:

1. Organize a speech appropriately for a variety of purposes and prepare an outline for the speech.
2. Understand how to analyze an audience and the occasion and adapt to the situation.
3. Locate, evaluate, select, and incorporate various forms of support material.
4. Develop and demonstrate effective delivery skills.
5. Demonstrate confidence in your ability to make effective oral presentations.

Structure: This course is divided into three sections. Each section has several Areas of Study which correspond to the chapters of the recommended textbook.

COM 120.1 Preparing Your Presentations
First Area of Study: Getting Started
Second Area of Study: Preparing Your First Presentation
Third Area of Study: Selecting a Topic and Purpose
Fourth Area of Study: Analyzing the Audience

COM 120.2 Selecting and Arranging Content
First Area of Study: Finding Information and Supporting Your Ideas
Second Area of Study: Organizing and Outlining Your Presentation
Third Area of Study: Delivering Speeches
Fourth Area of Study: Choosing Your Words
Fifth Area of Study: Visual Resources and Presentation Technology

COM 120.3 Types of Presentations
First Area of Study: Presenting to Inform
Second Area of Study: Presenting Persuasive Messages
Third Area of Study: Speaking on Special Occasions

Academic Credit: Academic credit is earned for this course by passing the Public Speaking Examination. The exam has three parts which correspond to the sections listed above.