



Ephrata High School
Course Syllabus
Public Speaking
1060/1065



I. Course Description

Public Speaking will help students to acquire self-confidence and poise while developing and evaluating formal oral communication skills. Emphasis will be placed on the organization, structure, research, and delivery required in public speaking. Specific situations may include etiquette and public-address speaking. Students will work on projects in the TV studio. Public Speaking is recommended to college-bound students and students contemplating a career that involves having to deal with the public or with colleagues in formal speaking situations. Business students are encouraged to take this course.

II. Materials & Equipment

Effective Listening Video; Etiquette videos; Graphic Organizers; Effective Speaking Videos; Conquering Fear Video; Research Video; VCR/DVD player; Overhead Projector, Use of TV studio

III. Course Goals & Objectives

Unit I. The Basics of Communication

- A. To have a better understanding of the components of the communication process.
- B. To provide a framework for all public speaking situations
- C. To refine and expand the rudimentary skills of public speaking

IV. Course Topics (Summary Outline)

I. The Basics of Communications

- a. Interviewing skills
- b. The communications cycle
- c. Listening skills
- d. Etiquette
- e. Evaluating other speakers and self
- f. Outlines and their importance
- g. Intros and conclusions
- h. Coping with fear in public speaking
- i. Informational speaking

II. Delivery

- a. Types of organization methods
- b. Elements of delivery
- c. Differences in types of delivery models
- d. Vocal exercises to improve delivery
- e. Different types of speeches
- f. Speaking from a manuscript
- g. Telling a personal story

III. Refining and expanding the delivery and form

- a. Research skills
- b. Creating a Power Point presentation
- c. Persuasive speaking techniques
- d. Creating a product and an infomercial

V. Assignments & Grading

- Introduction speech and personality collage
- Communications cycle diagram
- Communications cycle test
- Reaction paper to guest speakers
- Peer and Self-evaluation of all speeches
- The “About” speech
- Listening test
- Etiquette test
- Fear test
- Biography speech
- Manuscript speech
- Radio Play
- The Personal Story
- The Infomercial project
- Persuasive Speech

Grades:

A	93-100	A-	90-92	B-	80-82
B+	88-89	B	83-87	C-	70-72
C+	78-79	C	73-77	D-	60-62
D+	68-69	D	63-67		
F	0-59				