

## Public Speaking- HS/ One Part

**COURSE DESCRIPTION:** Students are introduced to public speaking as an important component of their academic, work, and social lives. They study public speaking occasions and develop skills as fair and critical listeners, or consumers, of spoken information and persuasion. Students study types of speeches (informative, persuasive, dramatic, and special occasion), read and listen to models of speeches, and prepare and present their own speeches to diverse audiences. Students learn to choose speaking topics and adapt them for specific audiences, to research and support their ideas, and to benefit from listener feedback. They study how to incorporate well-designed visual and multimedia aids in presentations and how to maintain a credible presence in the digital world. Students also learn about the ethics of public speaking and about techniques for managing communication anxiety.

**COURSE OBJECTIVES:**

**PREREQUISITES:** None

**COURSE LENGTH:** One Semester

**REQUIRED TEXT:** No required textbook for this course.

**MATERIALS LIST:** Student must provide a webcam and recording software.

**COURSE OUTLINE:**

### Unit 1: The What and Why of Public Speaking

- Course Introduction
- Public Speaking in Daily Life
- The Elements of Public Speaking
- Effective Listening
- The Speaker–Listener Connection
- Managing Nervousness
- View, Reflect, and Plan

### Unit 2: Powerful Stories: Using Narratives in Public Speaking

- What Is a Narrative?
- Public Speaking, Not Public Writing

- **Stories That Resonate**
- **Know Your Audience**
- **Narratives in Ads and Appeals**
- **Managing Nerves**
- **View, Reflect, and Plan**

### **Unit 3: What Do You Think? Connecting to Listeners' Lives**

- **The Impact of Personal Narratives**
- **Effective Introductions**
- **Developing Your Personal Narrative**
- **Public Speaking and Self-Presentation**
- **Managing Nerves: Helpful Distractions**
- **View, Reflect, and Plan**

### **Unit 4: Three Ways to Deliver a Speech**

- **Stick to the Script, or Speak Off-the-Cuff?**
- **How to Read, When You Read**
- **Research Your Scripted Speech**
- **Acting and Speaking**
- **Slow Down!**
- **View, Reflect, and Plan**

### **Unit 5: Public Speaking for School and Work**

- **Your Voice Represents You**
- **Volume and Pacing in Voice-Only Communications**
- **Preparing for Voice-Only Communication**
- **What's the Matter with Verbal Clutter?**
- **View, Reflect, and Plan**

### **Unit 6: Speech Roadmaps: Introductions, Transitions, and Conclusions**

- **Introductions: Beyond the Basics**
- **Guiding Listeners with Transitions**
- **Effective Conclusions**
- **Reliable Sources and the Speaker's Credibility**

- Simple Visual Aids
- View, Reflect, and Plan

#### **Unit 7: You're the Expert: Informing Listeners**

- Organization: Why Bother?
- Spatial and Causal Patterns of Organization
- Organization: Narratives and Process Speeches
- What Your Audience Needs to Know
- Using Props in a Speech
- View, Reflect, and Plan

#### **Unit 8: Making Your Point: Ways to Organize**

- Topical and Problem-Solution Patterns of Organization
- Organizational Patterns That Compare
- Effective Slide Presentations
- Live and In Person
- Read, Reflect, and Plan

#### **Unit 9: Speaking to Persuade**

- Speaking to Persuade
- Persuading Ethically
- Listening Critically
- Researching a Persuasive Topic
- Your Credibility as a Persuasive Speaker
- Managing Nerves in High-Stakes Speeches

#### **Unit 10: Methods of Persuasion**

- Appeals to the Heart
- Appeals to the Mind
- Coordinating the Speech's Content and Goals
- Handling Audience Interruptions
- Managing Nerves in the Long Run
- View, Reflect, and Look Ahead