SPCH 207: DEVELOPING PROFESSIONAL SPEAKING SKILLS
3 credits, 3 hours lecture

This second-year communications course focuses on the development of students' skills in speaking to a variety of audiences. Students will apply principles of communication theory to plan effective presentations and to present technical information in a professional and polished manner. In addition, they will practice using current technology to support oral communication skills, and they will adapt presentation techniques for different listeners and situations.

Prerequisites: WRITE 103

Instructor

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Office Hours

Monday	2:00-2:50 p.m.
Tuesday	2:00-2:50 p.m.
Wednesday	11:00-11:50 a.m.
Thursday	10:00-10:50 a.m.
Friday	11:00-11:50 a.m.

Hours of Instruction

Monday	3:30-4:50 p.m.
Wednesday	3:30-4:50 p.m.

Required Resources

O'Hair, D., Stewart, R., & Rubenstein, H. (2015). *A Speaker's guidebook.* 6th ed. Boston: Bedford/St. Martin's. ISBN 978-1-4576-6353-6

Course Outcomes

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

- Adapt speeches and presentations to different audiences and genres, with an environmental emphasis.
- Develop a proposal, review scientific literature and participate in a group presentation to demonstrate an understanding of environmental research.
- Plan, draft, practice and present informative and persuasive speeches
- Demonstrate professional, ethical conduct in interview simulations
- Apply guidelines to critique student and professional presentations in order to facilitate continuous improvement and to increase analytical and critical skills.

Evaluation

SPEECHES:
   Introductory   *pass/fail*
   Process analysis   10%
   Advocacy   10%
   Scientific explanation: lay audience 10%
   Scientific explanation: specialists 10%
   Interview   10%
   Research project presentation   20%
CRITIQUES
   Self-evaluations   5%
   Assessments of student work   5%
   Assessments of speakers & lecturer 10%
QUIZZES
   Quizzes on assigned readings   10%

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                100%

A grade of C- is required for progression or transfer.

Performance Requirements

Presentations and speeches will be assessed on content, clarity, organization, speaking skills, and effective use of technology and other visual aids. Students will also offer feedback to others and engage in self-evaluation after each speech or presentation. Rubrics for instructor, student, and self-assessment will be distributed with each assignment.

Students will be evaluated on the following speeches:

1. Introductory speech: *Describe your interest in science*
2. Process analysis speech: *Explain how to perform a technical or scientific task*
3. Advocacy speech: *Persuade or motivate listeners to act on an issue of environmental importance*
4. Scientific explanation speeches: *Explain a scientific process or principle for an expert audience and again for a lay audience*
5. Interview presentation: *Develop and present your resume and job skills and respond extemporaneously to interview questions*
6. Research project group presentation: *In small groups, develop and carry out a research project on an environmental issue and then present your findings in an interactive group presentation*

Throughout the course, guest speakers from scientific and technical professions will visit the class, explaining how they use speaking and presentation skills in the context of their work. These presentations will provide models of professional presentation style, and students will discuss and critique the speeches.

Students will also be required to attend at least one evening presentation of the Keyano Lecture Series (or an equivalent lecture or speech for a public audience) and submit a written critique of the presentation.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory **Progression**	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor **Minimum Pass**	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Proposed Schedule of Topics

WEEK	TOPIC	READINGS	ASSIGNMENTS	OTHER
January 8-10	Introduction to course; vocal delivery		Introductory speech	
January 15-17	Audience and ethics in public speaking; how to write a critique	Chapter 3: pages 37-50	Process analysis speech assigned	January 15, QUIZ 1: Chapter 3
January 22-24	Listening skills	Chapter 4: pages 51-61	**Process analysis speech given** Guest speaker practice critique due	January 22, QUIZ 2: Chapter 4 **January 24: Guest speaker**
January 29- 31	Analyzing the audience	Chapter 6-7: pages 79-118	Process analysis critiques due January 29 Scientific explanation speech assigned Guest speaker critique due January 31	January 29, QUIZ 3:Chapter 6
February 5-7	Developing supporting materials	Chapters 8-10: pages 121-163	Research presentation assigned	February 5, QUIZ 4: Chapter 8
February 12-14	Scientific explanation speeches	Chapters 11- 12: pages 167-212	**Scientific explanation speeches given** (expert audience)	February 12, QUIZ 5: Chapter 12

February 19	FAMILY	DAY	COLLEGE	CLOSED
February 20-23	**READING**	**DAYS**	**NO**	**CLASSES**
February 26- 28	Scientific explanation speech (lay audience)		Advocacy speech assigned February 26 Research proposal due February 28	**February 28: Guest speaker**
MARCH	**3**	**UNIVERSITY**	**STUDIES**	**CONFERENCE**
March 5-7	Introductions and conclusions	Chapters 14-15: pages 219-242	Scientific explanation critiques due March 5 Guest speaker critique due March 7	March 5, QUIZ 6: Chapters 14-15
March 12-14	Advocacy speeches	Chapters 17-19: 245-268	**Advocacy speeches given** Interview presentation assigned March 14	March 12, QUIZ 7: Chapter 18
March 19--21	Speaking with presentation aids	Chapters 20-22: pages 271-308	Advocacy critiques due March 19	March 19, QUIZ 8: Chapter 20 **March 21: Guest speaker**
March 26-28	Interviews and interviewing	Chapters 24-25: pages 344-370	**Interview presentation given** Guest speaker critique due	March 26, QUIZ 9: Chapter 25
APRIL 2	**EASTER**	**MONDAY**	**COLLEGE**	**CLOSED**
April 4	Presentations		**Research presentations given** Interview critiques due	
April 9	Presentations		**Research presentations given**	
April 11	**FINAL CLASS**		Research presentation critiques due Keyano Lecture Series critique due	QUIZ 10: REVIEW

Please Note:

Date and time allotted to each topic is subject to change.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

Counselling and Accessibility Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.