SPCH 207: DEVELOPING PROFESSIONAL SPEAKING SKILLS

3 credits, 16 weeks, 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

Jane Jacques
S211-D
780-791-4836
jane.jacques@keyano.ca

Office Hours

Monday  11:00-11:50 AM
        1:00-1:50 PM
Tuesday  11-11:50 AM
Wednesday 2:00-2:50 PM
Friday   11-11:50 AM

Hours of Instruction

Monday  2-2:50
Thursday 2-3:50

Required Resources


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%

100%

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

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

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>READINGS</th>
<th>ASSIGNMENTS</th>
<th>OTHER</th>
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</thead>
<tbody>
<tr>
<td>January 7</td>
<td>Introduction to course</td>
<td></td>
<td>Introductory speech</td>
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<tr>
<td>January 11-14</td>
<td>Audience and ethics in public speaking; how to write a critique</td>
<td>Chapter 3: pages 37-50</td>
<td>Process analysis speech assigned</td>
<td>Guest speaker QUIZ 1: Chapter 3</td>
</tr>
<tr>
<td>January 18-21</td>
<td>Listening skills</td>
<td>Chapter 4: pages 51-61</td>
<td>Process analysis speech given Guest speaker practice critique due</td>
<td>QUIZ 2: Chapter 4</td>
</tr>
<tr>
<td>January 25-28</td>
<td>Analyzing the audience</td>
<td>Chapter 6-7: pages 79-118</td>
<td>Process analysis critiques due Scientific explanation speech assigned</td>
<td>QUIZ 3:Chapter 6</td>
</tr>
<tr>
<td>February 1-4</td>
<td>Developing supporting materials</td>
<td>Chapters 8-10: pages 121-163</td>
<td></td>
<td>Guest speaker QUIZ 4: Chapter 8</td>
</tr>
<tr>
<td>February 8-11</td>
<td>Scientific explanation speeches</td>
<td>Chapters 11-12: pages 167-212</td>
<td>Scientific explanation speeches given (expert audience) Guest speaker critique due</td>
<td>QUIZ 5: Chapter 12</td>
</tr>
<tr>
<td>February 15</td>
<td>FAMILY DAY</td>
<td>COLLEGE</td>
<td>CLOSED</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Chapters</td>
<td>Assignment/Activity</td>
<td>Quiz/Review</td>
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<tr>
<td>February 18</td>
<td>Introductions and conclusions</td>
<td>Chapters 14-15: pages 219-242</td>
<td>Advocacy speech assigned</td>
<td>QUIZ 6: Chapters 14-15</td>
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<tr>
<td>February 22-28</td>
<td>READING WEEK NO CLASSES</td>
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<tr>
<td>February 29-March 3</td>
<td>Scientific explanation speech (lay audience)</td>
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<td>Scientific explanation speeches due</td>
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<tr>
<td>March 7-10</td>
<td>Advocacy speeches</td>
<td>Chapters 17-19: 245-268</td>
<td>Advocacy speeches given</td>
<td>QUIZ 7: Chapter 18</td>
</tr>
<tr>
<td>March 14-17</td>
<td>Speaking with presentation aids</td>
<td>Chapters 20-22: pages 271-308</td>
<td>Advocacy critiques due</td>
<td>Guest speaker QUIZ 8: Chapter 20</td>
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<tr>
<td>March 21-24</td>
<td>Interviews and interviewing</td>
<td>Chapters 24-25: pages 344-370</td>
<td>Interview presentation given</td>
<td>QUIZ 9: Chapter 25</td>
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<td>March 28</td>
<td>EASTER MONDAY NO CLASSES</td>
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<td>March 31, April 4</td>
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<td></td>
<td>Interview presentation given</td>
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<tr>
<td>April 7,11</td>
<td>Presentations</td>
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<td>Group presentations given</td>
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<tr>
<td>April 14</td>
<td>FINAL CLASS</td>
<td></td>
<td>Keyano Lecture Series critique due</td>
<td>QUIZ 10: REVIEW</td>
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**Please Note:**
Date and time allotted to each topic is subject to change. 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.

**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.

**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a student’s 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 2015-2016 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.

Before presenting the first formal speech, you must complete the Plagiarism Certificate at ilearn.keyano.ca. If you completed this certification last term, show evidence to your instructor.
Specialized Supports

Counselling and Disability 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.
Authorization
This course outline has been reviewed and approved by the Program Chair.

__________________________________________
Jane Jacques, Instructor

__________________________________________
Louis Dingley, Chair                        Date Authorized

__________________________________________
Guy Harmer, Dean                            Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office