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

Jane Jacques
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jane.jacques@keyano.ca

Office Hours

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

Hours of Instruction

Monday 2-2:50
Wednesday 12-1:50

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.

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

<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>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>85 – 92.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 84.9</td>
<td></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>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70 – 73.9</td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>Progression</td>
<td>C</td>
<td>2.0</td>
<td>64 – 66.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
<td>60 – 63.9</td>
<td></td>
</tr>
<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>
</tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>January 9-11</td>
<td>Introduction to course; vocal delivery</td>
<td></td>
<td>Introductory speech</td>
<td></td>
</tr>
<tr>
<td>January 16-18</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>QUIZ 1: Chapter 3</td>
</tr>
<tr>
<td>January 23-25</td>
<td>Listening skills</td>
<td>Chapter 4: pages 51-61</td>
<td>Process analysis speech given</td>
<td>Guest speaker practice critique due</td>
</tr>
<tr>
<td>January 30-February 1</td>
<td>Analyzing the audience</td>
<td>Chapter 6-7: pages 79-118</td>
<td>Process analysis critiques due</td>
<td>Scientific explanation speech assigned</td>
</tr>
<tr>
<td>February 6-8</td>
<td>Developing supporting materials</td>
<td>Chapters 8-10: pages 121-163</td>
<td></td>
<td>QUIZ 4: Chapter 8</td>
</tr>
<tr>
<td>February 13-15</td>
<td>Scientific explanation speeches</td>
<td>Chapters 11-12: pages 167-212</td>
<td>Scientific explanation speeches given (expert audience)</td>
<td>QUIZ 5: Chapter 12</td>
</tr>
<tr>
<td>February 20</td>
<td>FAMILY DAY</td>
<td>COLLEGE</td>
<td>CLOSED</td>
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<td>February 22</td>
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Page 3
February 27-March 3  | READING | WEEK | NO | CLASSES |
|-------------------|---------|------|----|---------|
| March 6-8         | Scientific explanation speech (lay audience) | Advocacy speech assigned  
Guest speaker critique due | Advocacy speech assigned  
Guest speaker critique due | QUIZ 6: Chapters 14-15 |
| March 13-15       | Introductions and conclusions | Chapters 14-15: pages 219-242 | Scientific explanation critiques due | |
| March 20-22       | Advocacy speeches | Chapters 17-19: 245-268 | Advocacy speeches given  
Interview presentation assigned | QUIZ 7: Chapter 18 |
| March 27-29       | Speaking with presentation aids | Chapters 20-22: pages 271-308 | Advocacy critiques due | Guest speaker QUIZ 8: Chapter 20 |
| April 3-5         | Interviews and interviewing | Chapters 24-25: pages 344-370 | Interview presentation given  
Guest speaker critique due | QUIZ 9: Chapter 25 |
| April 10          | Presentations | | Research presentations given  
Interview critiques due | |
| April 12          | 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.
Authorization
This course outline has been reviewed and approved by the Program Chair.

________________________________________
Jane Jacques, Instructor

________________________________________
Louis Dingley, Chair Date Authorized

________________________________________
Vincella Thompson, Dean Date Authorized

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