

COURSE OUTLINE

Speech 111 Introduction to Oral Communication

Catalog Statement

SPCH 111 is an introductory course focusing on oral communication. The course is specifically designed for non-native speakers of English whose oral language skills require further development, and those native English speakers whose degree of communication anxiety prevents them from communicating effectively in social, academic and/or workplace settings. Emphasis is placed on examining both theoretical and practical essentials of effective oral communication. Speech 111 focuses on developing skills in the areas of language, listening, voice, articulation, pronunciation, verbal and nonverbal behaviors, interpersonal conversations, informative presentations, job interviews and workplace communication, conflict management, group problem solving, and cross cultural communication.

Total Lecture Units: 3.0

Total Laboratory Units: 0.0

Total Course Units: 3.0

Total Lecture Hours: 48.0

Total Laboratory Hours: 0.0

Total Laboratory Hours To Be Arranged: 0.0

Total Faculty Contact Hours: 48.0

Recommended Preparation: Eligibility for ENGL120 or ESL 151

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:

- organize and write thesis-based essays which meet the standards for English 120 entrance or the equivalent;
- use organized, detailed examples, facts, logical explanations, and other appropriate support for thesis statements;
- summarize, analyze and synthesize information, express and apply standards for judgment, compare and contrast, and evaluate evidence in order to form and state reasoned opinions;
- gather and organize information through library research;
- demonstrate a command of basic grammar, diction, syntax and mechanics sufficient for English 120 entrance.

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- demonstrate interpersonal, individual and group communication skills to increase effectiveness in interactions with peers, instructors and employers;
- demonstrate basic presentation skills to increase students' competence and confidence in oral communication expression in class discussions and class presentations;
- demonstrate specific exercises to improve voice, articulation and pronunciation;
- explain the effects of verbal and nonverbal communication on personal identity;
- communicate more effectively with diverse audiences in multiple contexts to meet the goals of the intended communication;
- demonstrate self-awareness of communication styles and effectiveness;
- demonstrate an understanding of ethical communication practices;
- identify potential communication conflicts within various contexts;
- demonstrate appropriate conflict management methods.

Course Content

Total Faculty Contact Hours = 48.0

Introduction to Oral Communication (3 hours)

Orientation and overview of communication theory
Definitions (e.g. communication process models)
Types and levels of communication
Models, contexts and variables of oral communication
Ethical considerations in oral communication

The Listening Process (3 hours)

Goals of listening
Listening and feedback
Responsibilities of listeners and speakers
Challenges
Opportunities

Voice, Articulation and Pronunciation (9 hours)

Basic principles of voice
The diaphragm and voice projection
Respiration
Phonation
Resonation
Vocal quality
Loudness/intensity
Pitch
Rate
Vocal variety and expression

Basic principles of articulation

Throat/mouth positions and articulation
Vowel classification
Distinctive features

- Consonants
- Vowels
- Diphthongs
- Sound combinations
- Sound assimilation
- Basic principles of pronunciation
 - Types of mispronunciations
 - Commonly mispronounced words
- Conversations **(6 hours)**
 - Starting, maintaining and closing a conversation
 - Effective conversation skills
 - Nonverbal communication
 - Characteristics of nonverbal communication
 - Kinesics and proxemics
 - Visual interaction
 - Vocalization/paralanguage
- Interpersonal Communication **(6 hours)**
 - Perceptions and communication
 - Attitudes and communication
 - Language reality and communication
 - Improving language behavior
 - Conflict management
- Public Speaking **(9 hours)**
 - Content: Supporting data and interest factors
 - Delivery: Eye contact, voice, and body language
 - Organization: Introduction, body, transitions and conclusion
 - Informative presentation
- Workplace Communication **(6 hours)**
 - Business and professional communication
 - Oral communication and career success
 - Settings and functions of workplace communication
 - How to prepare for a job interview
 - Communicating effectively during the interview
- Small Group Communication **(3 hours)**
 - The nature of small group communication
 - Types of group communication
 - Members in group communication
 - Leaders in group communication
 - Conflict management/resolution
- Intercultural Communication **(3 hours)**
 - Intercultural social realities
 - Intercultural perspectives
 - Intercultural conflicts
 - Intercultural communication variables

Methods of Instruction

The following methods of instruction may be used in this course:

- classroom lecture and discussion;
- collaborative group learning;
- educational technologies (e.g. word processing, Internet, and electronic presentation).

Out of Class Assignments

The following out of class assignments may be used in this course:

- reading assignments (e.g. from textbooks and/or journal articles);
- journaling (e.g. Describe a time in your everyday life when you were having a face-to-face conversation with someone and you became distracted. How did interference play a role in the communication process?);
- essays that respond, explain, analyze, argue, and/or evaluate a communication principle (e.g. identify and explain the type of public speaking anxiety that affects you most and describe the ways that you can cope with this anxiety).

Methods of Evaluation

The following methods of evaluation may be used in this course:

- quizzes;
- discussions and active participation in group activities;
- written assignments of sufficient length and complexity to require students to demonstrate independent research, organization, and critical thinking skills;
- oral presentations (e.g. give an informative presentation about the energy drink Red Bull);
- comprehensive final exam.

Textbooks

O'Hair, Dan, et al. *Real Communication: An Introduction*. 3rd ed. Boston: Bedford/St. Martin's, 2014. Print.
12th Grade Reading Level. ISBN-13: 978-1457662928

McDermott, Martin. *Speak With Courage: 50+ Insider Strategies for Presenting with Confidence*. Boston: Bedford/St. Martin's, 2013. Print.
12th Grade Reading Level. ISBN-13: 978-1457638343

Hemmert, Nancy. *Public Speaking in American English: A Guide for Non-Native Speakers*. New York: Pearson. 2007. Print. *
12th Grade Reading Level. ISBN-13: 978-0205430994

McDermott, Martin. *Speak With Courage: 50+ Insider Strategies for Presenting with Confidence*. Boston: Bedford/St. Martin's, 2013. Print.
12th Grade Reading Level. ISBN-13: 978-1457638343

** While out of date, these specific editions of the books listed above are commonly considered to be a seminal text.*

Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:

- orally present information in a more clear, confident and fluent manner;
- demonstrate more effective interpersonal and group communication skills;
- identify interpersonal and intercultural differences that influence communication.