

Introductions and Course Overview

- **Introduction to Public Speaking and Public Speaking Competencies**

Introduction Speeches

- **Basic communication concepts processes, and models**
- **Communication concepts and principles and public speaking**
- **Steps and methods of speech preparation**
- **Ethics in public speaking**

Listening and Speech Criticism

- **Effective listening, the listening process, and types of listening**
- **Listening barriers; Identifying and improving listening styles**
- **Evaluating speech and effective speech techniques**

Selecting and Topic and Knowing Your Audience

- **Identifying sources**
- **Tools and techniques for selecting and refining speech topics**

- Identifying speech purposes
- Central idea statement
- The central idea
- Audience analysis techniques

Speaking with a Purpose

- Informative, persuasive, and ceremonial speeches

Organizing and Outlining Your Speech

- Efficient organizational methods
- Good form in speech preparation
- Guidelines for organizing components and main points in a speech
- Patterns of organization
- Constructing an outline

Writing the Components of Your Speech

- Developing an effective introduction and conclusion;
- Good form in speech writing
- Stylistic devices
- Writing a well developed speech

Delivering Your Speech and Using Visual Aids

- The mechanics of verbal and nonverbal communication in speech delivery

- **Modes of speech delivery**
- **Speaking style and language**
- **Effective delivery techniques**
- **Incorporating presentation aides**