

Public Speaking & Communications

English

EN 010

7.5 ECTS Credits

Course Outline:

This course is designed to introduce students to the basic elements of communication, to provide practical experience in the preparation and delivery of public presentations, while also delivering key critical listening skills. Businesses expect university graduates to be able to deliver a high level of written and oral communication. In fact, communications skills are amongst some of the highest rated skills expected of Irish graduates in the Irish business community. Businesses and other organizations rely on successful communications to be able to operate successfully in a challenging local and global market. We hope to improve the students' communications skills and give them the confidence they need to succeed in college presentations as well as in their future professional endeavours.

Primary text:

Beebe, Stephen A. and Beebe, Susan J. *A Concise Public Speaking Handbook*, 4th ed. Pearson.

Preliminary Reading

Students should prepare for the course by attaining a copy of the core text (Amazon.co.uk 35-40 Euro). Weekly readings will develop from this text. A Moodle page will also provide other resources including videos and readings. Students will have access to this page prior to and during their time at DBS.

Course Objectives

The course objectives include:

1. To relate the principles of public speaking to a variety of extemporaneous speech situations.
2. To develop skill in researching a topic for a speech.
3. To prepare and organize the content for speech in an outline.
4. To improve the use of language in conveying messages.
5. To develop critical analysis while listening to speeches.
6. To deliver appropriate speeches with increased confidence and skill.

Assessment

Assessment will be by way of four formally graded speeches and one in-class test. Each aspect (1 test, 4 speeches) is worth 20% each. There will be other un-marked assignments during the

term including peer assessment. A typed outline will also be submitted with each speech. Full guidelines for each will be given on Moodle and in class.

Speeches:

1. Informative/Demonstrative speech: 4-6 minutes
2. Informative Speech (definition or description, research required): 4-6 minutes.
3. Sales Speech: 1-2 minutes.
4. Persuasive Speech (conviction/actuation, research required): 7-10 minutes.

Summary of Course Structure

Week 1: Introductions/ General overview to Public Speaking and Communications/ Short 'get to know each other' speech

Speaking in public: why and how/ History of public speaking/ Nerves and building confidence/ Ethics

Listening skills/ How to analyse an audience/ Adapting to audience feedback and the feedback loop/
Speech 1 due

Week 2: Prepare, Prepare, Prepare/ How to develop your speech/ Research and how to use it for support

Organizing your speech/ Introductions/ Conclusions

Effective outlining/ Preparation outlines/ delivery outlines/ Speech 2

Week 3: A visit and guided tour to the old Parliament of Ireland building (Bank of Ireland) and a guided tour of Leinster House

Revising/ Using English effectively

How to effectively deliver your speech/ Body language/ Verbal and nonverbal communications skills/
Speech 3

Week 4: Adapting and delivering/ Effective usage of presentation aids

Types of speeches overview/ Informative speaking explored

Principles of persuasive speaking/ Persuasive strategies

Speaking on special occasions/ Small and large group speaking/ Speech 4/ Final test

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