

# Fundamentals of Public Speaking ACE

8 Modules + 1 Final Exam Module / Credit-by-Course / 3 Credits

## Course Description:

This course will provide an introduction to the theories and principles of public speaking. Students will be introduced to the steps (development, organization, and delivery) necessary to create a speech and will apply these steps when presenting speeches to peers. An overview of speaking with presentation aids will be covered as it relates to how listeners process information. Topics emphasize speaking in public, ethics and public speaking, listening, giving your first speech, selecting a topic and a purpose, analyzing the audience, gathering materials, supporting your ideas, speaking to inform, organizing the body of the speech, beginning and ending of the speech, outlining the speech, using language, delivery, using visual aids, speaking to persuade, methods of persuasion, speaking on special occasions, presenting your speech online, and speaking in small groups. Students will format, edit, and deliver speeches, including informative and persuasive speeches.

## Course Objectives:

After completing this course, you will be able to:

- Apply key theories and techniques to prepare and deliver a range of speeches.
- Design and deliver an informative speech.
- Design and deliver a persuasive speech.
- Recognize ethical, social, and theoretical considerations of public speaking.
- Interpret audiences before, during, and after speeches.
- Select appropriate topics for speeches in particular scenarios.
- Differentiate between the parts of a full speech, including introductions, bodies, conclusions, and speech outlines.
- Recognize argument, reasoning, and evidence in a speech.
- Evaluate appropriate sources, reference material, and visual aids for speeches.
- Employ appropriate language, mannerisms, and style for a public speech.
- Identify different ways in which speeches are delivered and received, including on special occasions and in small groups.

## E-Book:

Title: The Art of Public Speaking, 2023 Release, by Lucas, Stephen E, and Stob, Paul., McGraw-Hill Education.

## Open Educational Resources (OER's)

If you are struggling with a term or concept, you can utilize the links below to search for the concept or term to find additional resources and explanations.

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Saylor Preparing and Delivering Presentations

Learn Out Loud: Dale Carnegie The Art of Public Speaking Free Audiobook

The Public Speaking Project

Toastmasters Public Speaking Tips

Ted Talks

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## Closed Captioning

Lecture videos and extra resource videos have automatic closed captioning. These captions are generated by computer algorithms. To utilize closed captioning, you can click on the CC button at the bottom of a video.

## Accommodating Student Disabilities

Gateway Education is committed to the belief that every individual should have an equal opportunity in education. Gateway Education seeks to assure access by providing accommodations to individuals with a disability as defined under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Accommodation includes, but is not limited to: aids or modification to courses, materials, or testing; and other services that allow better access by individuals with disabilities.

Individuals requesting accommodation should submit a request in writing or in an alternative format appropriate for their limitations. The request should include documentation of the disability, including information with recommendations of appropriate accommodation. Once eligibility has been established, accommodations must be requested on a course-by-course basis.

Requests can sent to the student services department at [atsupport@gatewayeducation.com](mailto:atsupport@gatewayeducation.com)