

DELAWARE TECHNICAL & COMMUNITY COLLEGE

COURSE SYLLABUS

Campus: Terry

Department: English/Reading/ESL/SPA

Course Number and Title: ENG 124 Oral Communication

Instructor Name: Telephone: E-Mail:

Pre-requisites: ENG 121 – Composition I

Co-requisites: None

Course Hours and Credits: 3:0:3

Course Description: A course designed to improve listening and oral communications skills through practice in individual and group activities.

Text: Hamilton, C. (2006). *Essentials of public speaking* (3rd.). New York: Wadsworth.

Materials:

Method of Instruction: Classroom lecture/discussion/individual and collaborative assignments.
Telecourse

Manuals: None

Disclaimer: Students must access and use the computer to word-process and compose assignments, compose simple graphics for visual aids, PowerPoint for presentations, retrieve bibliographic information from the Internet and library databases, as well as to send and receive e-mail (Classroom Instruction).

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Core Course Performance Objectives

The student will be able to:

1. Organize, write and deliver informative and persuasive speeches for diverse audiences. (CCC 2, 3, 4, 5)
2. Apply active and empathetic listening skills to code and decode information. (CCC 3, 4, 5)
3. Perform a variety of group roles in diverse class symposiums, panels, and/or workshops. (CCC 1, 2, 3, 4)
4. Prepare and use effective audio and visual aids. (CCC 2, 6)
5. Document and cite sources for presentations. (CCC 5, 6)

Measurable Performance Objectives

1. Organize, write and deliver informative and persuasive speeches for diverse audiences. (CCC 2, 3, 4, 5)
 - 1.1 Analyze potential listeners.
 - 1.2 Select topic, main purpose, and main points.
 - 1.3 Organize and outline speech.
 - 1.4 Conclude speech
 - 1.5 Rehearse speech using visual aids.
2. Apply active and empathetic listening skills to code and decode information. (CCC 3, 4, 5)
 - 2.1 Identify the stages of listening.
 - 3.2 Distinguish between listening and hearing.
 - 3.3 Provide speech feed back.
 - 3.4 Evaluate the speaker using listening principles.
3. Perform a variety of group roles in diverse class symposiums, panels, and/or workshops. (CCC 1, 2, 3, 4)
 - 3.1 Analyze potential listeners.
 - 3.2 Identify responsibilities of team members.
 - 3.3 Select topic, main purpose, and main points.
 - 3.4 Organize and outline speeches.
 - 3.5 Conclude speech.

- 3.6 Rehearse speech using visual aids.
- 4. Prepare and use effective audio and visual aids. (CCC 2, 6)
 - 4.1 Analyze potential listeners.
 - 4.2 Select topic, main purpose, and main points.
 - 4.3 Organize and outline speech.
 - 4.4 Conclude speech.
 - 4.5 Rehearse speech using audio and visual aids.
- 5. Document and cite sources for presentations. (CCC 5, 6)
 - 5.1 Analyze potential listeners.
 - 5.2 Select topic, main purpose and main points.
 - 5.3 Organize and outline speech.
 - 5.4 Document sources.
 - 5.5 Conclude speech.
 - 5.6 Rehearse speech using visual aids.

Evaluation Criteria:

ENG 124 – Oral communication is divided into six activities to provide the fundamentals for making successful speeches, improving listening skills, and building speaker confidence. The point value for each activity is 100 points.

1. Typed detailed sentence outlines and memo format for designated activities must be followed or the outline and memo will not be accepted. They must meet the following guidelines:
 - Correct manuscript format
 - Correct grammar and usage
 - Deadlines
2. Speech assignments cannot be given without submitting a typed detailed sentence outline. If the speech assignment is late, students will be placed on a makeup list, and the speech can be given only on speaking days when extra time is available in class or on the one makeup day at the end of the semester.
3. The highest grade that can be received on a late speech (excused absence) or recycled speech is 75.
4. Only one late speech can be given in a class period.

5. Tests cannot be retaken. The grades earned are the grades recorded.
6. All assignments will be evaluated with the appropriate evaluation form. Specific criteria and point value appears on each form. A listening evaluation must be submitted for each speech given by members of the class. A zero grade is given when listening evaluations are not submitted when due.
7. Points will be awarded for organization and content on written assignments; points will be deducted for mistakes in mechanics, usage and absences. The resulting number of points is final score for the written assignment.
8. Attendance is an especially important aspect of ENG 124. If a student has not worked with a group prior to the presentation, the student will not be allowed to participate in the final presentation. There are no makeups for any group project.
9. The letter grade for the course will be determined by the range in which the total number of points falls.

546-600	=	A
529-545	=	B
463-528	=	C
0 -462	=	R

Students are responsible for reading the Student Handbook for further information regarding grading policies, student policies, academic dishonesty policy, and student support services available.