COURSE IMPLEMENTATION DATE: September 1993
COURSE REVISED IMPLEMENTATION DATE: September 2005
COURSE TO BE REVIEWED: (Four years after implementation date)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
Shaded headings are subject to change at the discretion of the department and the material will vary + see course syllabus available from instructor

FACULTY/DEPARTMENT: Communications
CMNS 235 n/a 3

COURSE NAME/NUMBER FORMER COURSE NUMBER UCFV CREDITS
Oral Communications

COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:
This course focuses on the principles and psychology of effective speaking. Specific areas include informal presentations to small groups, formal presentations, meetings, the use of audio visual aids, developing the voice and improving body language. Videotaped feedback is an important part of the course.

PREREQUISITES: None
COREQUISITES:

SYNONYMOUS COURSE(S)
(a) Replaces:

(b) Cannot take: for further credit.

SERVICE COURSE TO:
Marketing, Accounting diploma and degree programs, other
(Department/Program)

TOTAL HOURS PER TERM: 45 TRAINING DAY-BASED INSTRUCTION
 STRUCTURE OF HOURS:
 Lectures: 10 Hrs HOURS PER DAY:
 Seminar: 25 Hrs
 Laboratory: 10 Hrs
 Field Experience:
 Student Directed Learning:
 Other (Specify):

MAXIMUM ENROLLMENT: 25
EXPECTED FREQUENCY OF COURSE OFFERINGS:

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)
Yes ☒ No

WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)
Yes ☒ No

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:
Yes ☒ No

AUTHORIZATION SIGNATURES:
Course Designer(s): Ken Fernstrom / Raymond Welch
Chairperson: Raymond Welch (Curriculum Committee)
Department Head: Raymond Welch
Dean: Virginia Cooke

PAC Approval in Principle Date: PAC Final Approval Date: October 29, 2004
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Students will learn the following:

- about speaking as a skill.
- elements of credibility for a speaker.
- basic modes of delivery (impromptu, extemporaneous, manuscript, memorized)
- to apply the principles of effective vocal delivery.
- to apply the principles of effective physical delivery and body language.
- steps in preparing a presentation from audience analysis to selecting and narrowing a topic to organizing material (outlining, selecting and arranging points) to the use of introductions and conclusions and transitional devices.
- how to create attention and interest.
- purpose and use of basic visual aids and visual aid equipment.
- effective use of notes and note cards.
- the elements of effective informational and persuasive presentation.

METHODS:

Lectures, individual and group work. Students make a minimum of three formal presentations which are videotaped. Students must critique their own as well as classmates' work. Through a number of informal exercises, students practice and demonstrate skills.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) ☒ Yes ☐ No

METHODS OF OBTAINING PLAR:

Portfolio, including video of public presentation, plus on site presentation (Toastmaster ATM or high certification is recommended).

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]


An extensive reference library on public speaking (text, periodicals, and videos) is made available to all students.

SUPPLIES / MATERIALS:

none
STUDENT EVALUATION:

[An example of student evaluation for this course might be:]  

Note: The following exercises are the minimum required. The instructors may change the order and weighting according to the needs of the class.

STUDENT EVALUATION PROCEDURE:
3 - 5 minute Icebreaker Speech 5%
5 - 7 minute Definition or Description Speech 10%
5 - 7 minute Process or Exposition Speech 15%
7 - 9 minute Persuasive Speech 15%
Workshop Facilitator or Meeting Chairperson 15%
Self and Peer Evaluations and Speech Outlines 20%
Impromptu Speeches and on the spot Evaluations 5%
Final Meeting “Gala” Presentation 10%
End of Semester Progress Report (written) 5%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]  

1. Introduction to course, objectives and expectations.
3. Use of voice and body during presentations.
5. Demonstration speeches.
7. The informative speech or brief.
8. Small group communication.
9. Meetings, debates and presentations.
11. How to provide constructive and analytical feedback to speakers.
12. How to use audio. visual aids to enhance reception and understanding of ideas presented.

CMNS 235 INSTRUCTOR'S NOTES

Weekly class videos will be available on reserve in the Abbotsford Library for 2 hour loan. Students must view the tapes on site.
Peer evaluation memos are to be written for and provided to classmates, with one copy provided to the instructor.
Retain focus on student speeches, rather than on lectures.

Attendance. In order for students to receive credit or marks for assignments they must be present when other students make presentations. Part of the function of class members is to serve as an audience for their colleagues and to provide feedback.
NOTE: The following assignments are the minimum required. The instructors may change the order weighting according to the needs of class.