CMNS 235

Communications

3

UFV CREDITS

COURSE NAME/NUMBER

FACULTY/DEPARTMENT

Oral Communications

COURSE DESRIPTIVE TITLE

CALENDAR DESCRIPTION:

This course focuses on the principles and psychology of effective speaking. Specific areas include informal presentations to small groups, formal presentations, meeting management, the use of presentation aids, developing the voice, and improving body language. Videotaped feedback is an important part of the course.

PREREQUISITES: None

COREQUISITES: None

PRE or COREQUISITRES:

SYNONYMOUS COURSE(S):

(a) Replaces:

(b) Cross-listed with:

(c) Cannot take: for further credit.

TOTAL HOURS PER TERM: 45

TRAINING DAY-BASED INSTRUCTION:

Length of course:

HOURS:

Lectures: 10 Hrs

Seminar: 25 Hrs

Laboratory: 10 Hrs

Field experience: Hrs

Student directed learning: Hrs

Other (specify): Hrs

OTHER:

Maximum enrolment: 25

Expected frequency of course offerings: Every Semester

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 [ ]

Course designer(s): Ken Fernstrom/Raymond Welch

Department Head: Lynn Kirkland Harvey

Date approved: March 2010

Date of meeting: March 26, 2010

Supporting area consultation (Pre-UPAC)

Curriculum Committee chair: John Carroll

Date approved: April 9, 2010

Date of meeting: April 9, 2010

Dean/Associate VP: Jacqueline Nolte

Undergraduate Program Advisory Committee (UPAC) approval

Date approved: April 9, 2010

Date of meeting: April 23, 2010
LEARNING OUTCOMES:
Upon successful completion of this course, students will be able to:
- Demonstrate credibility as a speaker
- Deliver effective impromptu and extemporaneous speeches
- Apply the principles of effective vocal delivery
- Demonstrate effective use of nonverbal techniques
- Adapt speeches for particular audiences
- Construct speeches using a variety of organizational patterns
- Demonstrate effective use of verbal introductions, conclusions, and transitional devices
- Demonstrate effective, sparing use of notes and note cards
- Incorporate a variety of rhetorical strategies to inform, to persuade, or to entertain

METHODS: (Guest lecturers, presentations, online instruction, field trips, etc.)
- Workshops, individual, and group work
- Four formal presentations which are videotaped
- Student planned and directed final event (Gala) meeting, serving as a final exam
- Written critiques of students’ own and classmates’ work
- Informal exercises in which students practice and demonstrate skills

NOTE: Instructors typically require 90% attendance for this course.

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):
☐ Examination(s) ☐ Portfolio assessment ☐ Interview(s)
☒ Other (specify): Toastmasters CC (CTM) or higher certification.

TEXTBOOKS, REFERENCES, MATERIALS: [Textbook selection varies by instructor. Examples for this course might be:]

SUPPLIES / MATERIALS:

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.
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. The speech communication process for speaker and audience
2. Speech anxiety
3. Considering the audience
4. Selecting and preparing speech topics and materials
5. Preparing speech content
6. Speaker credibility and support materials
7. Visual and presentational aids
8. Speech organization
9. Speech delivery
10. Speaking to inform
11. Speaking to persuade
12. Speaking on special occasions