

College of San Mateo
Official Course Outline

1. **COURSE ID:** COMM 855 **TITLE:** Speech for Non-Native Speakers
Semester Units/Hours: 3.0 units; a minimum of 48.0 lecture hours/semester; a minimum of 16.0 tba hours/semester
Method of Grading: Grade Option (Letter Grade or P/NP)
Recommended Preparation:
 ESL 847, or appropriate skill level indicated by placement tests and concurrent enrollment in ESL 828 or higher course and READ 825 or higher course

2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: none
AA/AS Degree Requirements:
 CSM - GENERAL EDUCATION REQUIREMENTS: E2b. English, literature, Speech Communication

3. **COURSE DESCRIPTIONS:**
Catalog Description:
 Practice in using pitch, rate, volume, and vocal qualities to convey accurate meaning and emotion; practice in discussion, interviews, and extemporaneous public speaking; listening skills appropriate for discussion, interview, and public speaking.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 - A. recognize and understand basic elements of communication
 - B. listen attentively and critically
 - C. deliver informative and persuasive speeches
 - D. perform job interviews with skills
 - E. write rudimentary speech outlines

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 - A. recognize and understand basic elements of communication
 - B. listen attentively and critically
 - C. deliver informative and persuasive speeches
 - D. perform job interviews with skills
 - E. write rudimentary speech outlines

6. **COURSE CONTENT:**
Lecture Content:
 1. Understanding your audience and being understood:
 - A. Understand own communication anxiety
 - B. Analyze the demographics of audience
 - C. Write a rudimentary speaking outline
 - D. Deliver a report
 - E. Listen and evaluate classmates' performances
 2. Interviews and conferences
 - A. Prepare interview questions
 - B. Learn interview skills
 - C. Conduct an interview for information
 - D. Conduct a job interview
 3. Instruction and demonstration speeches
 - A. Decide on appropriate topic
 - B. Decide on main points
 - C. Plan sub points and supporting details
 - D. Write a complete speech outline
 - E. Prepare visual aids
 - F. Deliver a demonstration speech

4. Group discussion and presentations
 - A. Find a topic
 - B. Gather information through research
 - C. Assume leadership or follower roles
 - D. Organize the main points
 - E. Select supporting details
 - F. Write an outline with sources cited
 - G. Prepare to respond to questions
 - H. Perform the presentation in class
5. Persuasion: Problem-solution Speech
 - A. Choose appropriate problems
 - B. Determine information and sources of information
 - C. Organizing main points
 - D. Prepare visual aids
 - E. Write an outline
 - F. Deliver the problem-solution speech
 - G. Evaluate classmates' problem-solution speeches
6. Persuasion: debate through taking a position
 - A. Choose a topic
 - B. Analyze and determine classmates' attitude
 - C. Gather resource material
 - D. Document sources
 - E. Choose and organize arguments to support own position
 - F. Write a complete outline
 - G. Conduct a debate in class

TBA Hours Content:

Hour by arrangement activities include lab modules (peer evaluation through video-taping and critiquing each other, viewing own performances taped by instructor in class, and other theory/practice based activities) done in Speech Lab supervised by speech faculty. Lab activities may also include students seeking tutoring on subject matters.

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Other (Specify): Lectures on communication theories, small and large group activities, and audio-visual aids. Critical thinking is taught through students' critiquing each speech/presentation in class, and the debates on significant local, national, and international issues. Out-of-class assignments include homework, such as researching for speeches, writing outlines for speeches, and writing questions for interviews. Hour by arrangement activities include lab modules (peer evaluation through video- taping and critiquing each other, viewing own performances taped by instructor in class, and other theory/ practice based activities) done in Speech Lab supervised by speech faculty. Lab activities may also include students seeking tutoring on subject matters.

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Exams/Tests
- B. Home Work
- C. Homework is designed for students to do research, develop ideas/ arguments through critical thinking, and logically organize their information through writing outlines. Tests are used to measure their understanding of theories and concepts in public speaking and communication in general. Speeches and group presentations are used to measure students' proficiency in public speaking, skills in teamwork, such as conflict management and problem solving, and abilities in organizing coherent presentations.

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Porter, Patricia; and Grant. *Communicating Effectively in English: Oral communication for Non-Native speakers*, ed. -, 1992

Origination Date: August 2010
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Course Originator: Yaping Li