

DE ANZA COLLEGE
LANGUAGE ARTS DIVISION
COURSE OUTLINE

Degree Applicable
Effective Quarter Fall 2004

SPEECH COMMUNICATION 10

I. Catalog Information

SPCH 10

Fundamentals of Oral Communication

4 units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).

Four hours lecture.

One additional hour to be arranged working in Cross Cultural Partners and/or use of the Listening and Speaking Laboratory

An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the multicultural contexts of interpersonal, small group, and public communication.

II. Course Objectives

The student will:

- A. Examine the basic components of oral communication as centered in multicultural contexts.
- B. Understand and apply principles of interpersonal communication in multiple contexts.
- C. Understand and apply principles of small group communication.
- D. Develop skills in preparing, organizing, delivering and assessing extemporaneous presentations made to diverse audience members.

III. Essential Student Materials

None

IV. Essential College Facilities

Carpeted classrooms, wall mounted VHS and color monitor, video equipment, PowerPoint projector and laptop, and cabinet for storage.

V. Expanded Description: Content and Form

- A. Examine the basic components of oral communication as centered in multicultural contexts.
 - 1. Understand the influence of perceptions, culture, age and gender on interpersonal style, group dynamics, and the public speaking contexts.
 - 2. Analyze communication models which illustrate the relationships between speaker, listener and message in a variety of contexts.
 - 3. Develop reflective, empathic and critical listening skills that encourage respectful and inclusive communication.
 - 4. Assess how our choice of language impacts perceptions and affects our ability to be understood.
 - 5. Compare how the communication process changes given the contexts, participants, comfort, message intent, and prior interactions.
 - 6. Strengthen personal repertoire of speaking and listening skills in diverse contexts.

7. Understand how nonverbal communication impacts all types of communication situations.
- B. Understand and apply principles of interpersonal communication in multiple contexts.
 1. Develop skills that enhance relating to people from a variety of perspectives and cultures.
 2. Use appropriate listening behaviors that foster respectful and inclusive communication.
 3. Understand the connection between taking risks and the benefits to appropriate self-disclosure and creating trust in relationships with people in our own and other cultures in order to increase one's competence as a communicator.
 4. Develop skills for productively managing conflict in interpersonal situations.
 5. Understand how perspectives such as age, culture, gender influence perception.
 6. Identify behaviors that create defensive and supportive communication outcomes and increase one's options to build supportive relationships.
 - C. Understand and apply principles of small group communication.
 1. Analyze the similarities and diversities among group members and develop skills to work together effectively.
 2. Examine and practice the various roles effective group members assume during group work such as questioning, leading, giving ideas, recording, sharing opinions, or initiating.
 3. Develop skills in assisting groups in meeting their goals such as task completion, consensus decision-making or problem solving.
 4. Apply critical thinking skills such as analyzing and assessing information, critically listening, judging and evaluating conclusions, and examining ideas reflectively, to various types of group work.
 5. Examine and apply various methods for managing conflict such as listening critically, collaborating, compromising, and negotiating in order to maintain the collegial nature of the group.
 - D. Develop skills in preparing, organizing, delivering and assessing extemporaneous presentations made to diverse audience members.
 1. Demonstrate skills in analyzing diverse audiences and creating presentations appropriate to those audiences.
 2. Understand speaker purpose and objective.
 3. Develop and implement guidelines for ethical speaking and listening in public settings.
 4. Demonstrate skill in researching topics.
 5. Develop and support main ideas with research and a variety of forms of support that take diverse audiences into account.
 6. Understand and utilize a variety of clear organizational patterns.
 7. Develop increasingly sophisticated extemporaneous presentation skills.
 8. Use visual aids effectively.
 9. Analyze one's own and other presentations.

VI. Assignments

- A. Speaking
 1. Interviews, dialogues, discussions, and/or role playing to display and experience forms of interpersonal communication
 2. Small group discussions and/or problem solving experiences in both formal and informal contexts
 3. Research, rehearse and extemporaneously deliver informative and persuasive public presentations
 4. Provide peer feedback
- B. Listening
 1. Structured experiences designed to heighten awareness of the importance of listening in communication situations
 2. Apply listening skills to in-class interpersonal, small group and public presentations and sample videotaped examples
- C. Writing
 1. Journals, reflections, narratives, essays
 2. Formal outlines and/or speech plans

3. Critique or feedback of personal or peer presentations
4. Analyses of readings, films, group discussions videotaped presentations or speeches

D. Reading

1. Assigned text or supporting reference materials
2. Researched materials in support of personal preparation for group or public presentations
3. Drafts created by classmates in order to give feedback and suggestions

VII. Methods of Evaluating Objectives

Assessment of:

- A. A minimum of four oral presentations, including but not restricted to interviews, dialogues, group presentations, informative and persuasive speeches
- B. Critiques of personal and peer classroom presentations
- C. Written assignments including but not limited to essays, journals, reports, or outlines
- D. Written critiques, quizzes and/or midterm exam
- E. Final

VIII Texts and Supporting References

Texts

- A. Adler, R. and Rodman, G. *Understanding Human Communication*. 8th Edition. Oxford University Press, 2002. *
- B. Luotto, J., Stoll, E., and Hoglund-Kettmann, M. *Communication Skills for Collaborative Learning*. 2nd Edition. Kendall Hunt Pub. Co. 2002.
- C. Pearson, et.al., *Human Communication*. McGraw-Hill. 2003.
- D. Seiler, W.J., and Beall, M.L. *Communication: Making Connections*. 4th Edition, Allyn and Bacon 1999.
- E. Wood, J. *Communication in our Lives*. 3rd Edition. Wadsworth. 2002.

Supporting References

- A. De Anza College Instructor Resource Multicultural Library housed in the A. Robert De Hart Learning Center
- B. Speech Department Audio and Video Library housed in the department offices (with Elaine Lee) which includes titles relevant to interpersonal, small group and public communication, several student and professional examples, and a series on ethical issues.