

## NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

### COURSE SYLLABUS

**Course Title:** Effective Speaking

**Course #:** COM 173

**Course Description:** Development of poise and self-confidence in speaking before an audience. Conversational tone and clarity of expression stressed. Practice in basic ideas of public speaking: content, organization, audience appeal and delivery. Three (3) semester hours.

**Pre-requisite/Co-requisite:** none

#### **Goals:**

To develop effective verbal communication skills before an audience.

To develop critical listening skills.

To develop the ability to prepare speech documents which include topic and purpose statements, full outlines, and reference to presentational aids.

**Outcomes:** Upon completion of Effective Speaking, a student should be able to:

Effectively prepare and structure speeches to meet a variety of occasions.

Deliver speeches with poise and self-confidence.

Appropriately integrate supporting research material and references into speeches.

Prepare and use presentational aids appropriately.

Listen critically and offer constructive commentary about speeches.

#### **College Policies**

**Plagiarism:** Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanction. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

**Americans with Disabilities Act (ADA):** The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Roseann Dennerlein, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6307 (V/TTY) and her email is [rdennerlein@nwcc.commnet.edu](mailto:rdennerlein@nwcc.commnet.edu).

**School Cancellations:** If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio stations. Students may also call the College directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.