

NO.	TITLE		
1.	Subject	<b>Public Speaking</b>	
2.	Subject Code	DHRM 503	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 5, Year 2	
6.	Objectives	<p>The course objective is to prepare students to design, organise and deliver effective speeches. An effective speech is achieved through:</p> <ul style="list-style-type: none"> <li>- Present data and arguments, which are relevant, varied and significant for a specific audience;</li> <li>- Be organised and logical;</li> <li>- Be delivered with appropriate style, confidence, sincerity and enthusiasm.</li> </ul>	
7.	Learning Outcome	<p>At the end of the lesson, the students will be able to:</p> <ul style="list-style-type: none"> <li>- Develop both informative and persuasive speeches that are original, interesting and appropriate for various audiences;</li> <li>- Develop a focused speech for specific purpose;</li> <li>- Develop a subordinated speech outline;</li> <li>- Give speeches with effective supporting material and visual aids;</li> <li>- Use appropriate language;</li> <li>- Gain an understanding of the importance of and problems involved in effective listening;</li> <li>- Gain an understanding of and demonstrate competency in the construction and presentation of oral messages</li> </ul>	
8.	Synopsis	<p>Public speaking is a course designed to meet the needs of people who wish to improve their ability to prepare and deliver effective oral presentations before an audience. This fundamental speech course emphasises creation of ideas, audience analysis, organisation skills and delivery techniques. Students will extemporaneously deliver a variety of speeches including informative and persuasive type speeches.</p>	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		<p><b>1. Introduction</b></p> <ul style="list-style-type: none"> <li>- What is Public Speaking</li> <li>- Advantages of Public Speaking</li> <li>- Concerns about Public Speaking</li> </ul>	3
		<p><b>2. Developing Strength as Speaker</b></p> <ul style="list-style-type: none"> <li>- Identify goal and strength</li> <li>- Improving as speaker</li> </ul>	3
		<p><b>3. Deciding Speech</b></p> <ul style="list-style-type: none"> <li>- Choosing good topic</li> <li>- How to start?</li> <li>- Getting feedback and having great title</li> </ul>	3
		<p><b>4. Finding and Choosing Audience</b></p> <ul style="list-style-type: none"> <li>- Getting speaking engagements</li> </ul>	3

		<ul style="list-style-type: none"> <li>- Deciding approach</li> <li>- What you look for in an audience</li> </ul>	
		<p><b>5. Planning and Preparing Your Presentation</b></p> <ul style="list-style-type: none"> <li>- Building speech: Hunt, gather, arrange, practice, play and prune</li> </ul>	3
		<p><b>6. Delivering Effective Presentation</b></p> <ul style="list-style-type: none"> <li>- "Getting set" to give good presentation</li> <li>- Involving your audience throughout</li> <li>- Engaging your whole self when you speak</li> <li>- Using your voice effectively</li> <li>- Using audio visuals with purpose</li> <li>- Planning in advance for the unexpected</li> <li>- Knowing how to shorten the presentation</li> <li>- Allowing time for questions and answers</li> </ul>	3
		<p><b>7. Managing Your Fear</b></p> <ul style="list-style-type: none"> <li>- Practicing and engaging in public speaking</li> <li>- Handling anxiety</li> <li>- Preparing and practicing for good presentation</li> </ul>	3
		<p><b>8. Keeping Your Presentation Working for You</b></p> <ul style="list-style-type: none"> <li>- Use of handouts</li> <li>- Following up</li> <li>- Positioning yourself</li> <li>- Asking for feedback on your presentation</li> </ul>	3
		<p><b>9. Getting Publicity</b></p> <ul style="list-style-type: none"> <li>- Getting organised and develop media kit writing news release</li> </ul>	3
		<p><b>10. Improving Academic Presentation</b></p> <ul style="list-style-type: none"> <li>- Presenting a paper</li> <li>- Participating in Panel discussions</li> </ul>	3
		<p><b>11. Presentation and Examples</b></p>	9
		<p><b>12. Commentary on Presentation</b></p>	3
		<b>TOTAL</b>	<b>42</b>
10.	Main Reference	<p>Grandstaff, D. (2004). <i>Speaking as Professional: Enhance your Therapy or Coaching Practice through Presentations, Workshops, and Seminars</i>. Prentice Hall.</p> <p>Walters, L. (1993). <i>Secrets of Successful Speakers: How You Can Motivate, Captivate and Persuade</i>. McGraw Hill.</p>	
11.	Additional Reference	<p>Beebe, S. A., &amp; Beebe, S. J. (1994). <i>Public Speaking: An Audience-Centered Approach</i> (3<sup>rd</sup> ed.). Englewood Cliffs, NJ: Prentice Hall.</p>	

		Hamilton, C. (2003). <i>Essentials of Public Speaking</i> (2 <sup>nd</sup> ed.). Thompson Learning, Asia.
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