



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Public Speaking **Unit Standards 242839 NQF level-4, 2-credits**

This course introduces speechmaking based primarily on a traditional public speaking approach. Covers classical rhetorical theory and highlights rhetoric's importance to public speaking. Develops theoretical understanding and practical application of oral communication skills. Includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills.

Course Outcomes

Students should be able to:

- Use learned public speaking skills in order to present an effective and efficient message.
- Use an understanding of the 5 canons of rhetoric to create and present effective speeches.
- Provide skills for community leadership through increased practice in organization and presentation of ideas.
- Make responsible decisions through the increased ability to critically examine ideas and information.
- Use strategies and skills to manage communication anxiety.
- Use knowledge of digital presentation tools to create and present effective presentations

Course Outline

- i. Rhetorical theory & analysis
 - ii. Creating the Public Speech (thesis, content, organization, outlining)
 - iii. Speech purpose: to inform, to persuade, to entertain
 - iv. Modes of delivery: impromptu, extemporaneous, manuscript, memorized
 - v. Audience Analysis
 - vi. Language Usage
 - vii. Delivery
 - viii. Active Listening
 - ix. Critical thinking
 - x. Communication Anxiety
- Use knowledge of digital presentation tools

