**Public Speaking**

**Typical Learning Experiences of Students Earning Lower-Level Credit:**

* Speak or present to audiences of various sizes and levels in both formal and informal settings.
* Attend speaking courses. (Students who have taken the ACE-evaluated Dale Carnegie course may be eligible for three lower-level credits without further evaluation).

**Typical Learning Experiences of Students Earning Upper-Level Credit:**

* Generally, credit granted in public speaking is lower-level.
* Students who do receive upper-level credit demonstrate learning in communications theory and may have experience in training and/or evaluating speakers.

**Discussion Topics:**

If you are familiar with some (but not necessarily all) of the following topics, you may be eligible for lower-level credit in the area of public speaking. If you are familiar with advanced questions, you may be eligible for upper-level credit. If knowledge of some of the topics is substantial, you may consider requesting additional credit in more narrowly defined areas.

**Experience**

Facts, definitions, concepts (lower-level):

* Describe your experience in speaking/presenting. How many speeches or presentations have you given? How often? What type? How long are they?

Relationships, knowledge of discipline, methodologies (upper-level):

* Have you taught someone else how to do an effective presentation? If so, please explain.

**Formats/Media**

Facts, definitions, concepts (lower-level):

* Describe the types of speeches/presentations you give and the media used.
* What reading have you done in the area of visual aids?

**Content**

Facts, definitions, concepts (lower-level):

* What are the topics you speak on?
* How do you determine the content of your speech?
* What research do you do?
* How do you determine examples to use?
* Give the characteristics of an effective opening.
* Give the characteristics of an effective closing.
* What books/articles have you read about content?

**Practice**

Facts, definitions, concepts (lower-level):

* How do you practice?
* Do you use audio or video for help?
* How often do you practice?

**Audience Analysis**

Facts, definitions, concepts (lower-level):

* How important is audience analysis in presenting/speaking?
* What do you do to connect/build rapport with your audience?

**Non-Verbal Messages**

Facts, definitions, concepts (lower-level):

* How do you define non-verbal messages?
* Do you use eye contact? Do you have a special technique you use?
* Do you use gestures? When? How often?

**Room Set-Up**

Facts, definitions, concepts (lower-level):

* How do you determine your room set-up?
* How does a particular set-up help with delivering information?

**Handouts**

Facts, definitions, concepts (lower-level):

* How do you use handouts?
* What purposes do your handouts serve?
* When do the participants get them?

**Humor**

Facts, definitions, concepts (lower-level):

* How do you use humor? When and why is it appropriate?

**Strengths**

Facts, definitions, concepts (lower-level):

* What are your strengths in speaking/presenting? Why?

**Weaknesses/Obstacles you have overcome**

Facts, definitions, concepts (lower-level):

* What are your weaknesses or obstacles you have had to overcome in becoming a speaker? How did you accomplish that?

**Most Important Fact**

Facts, definitions, concepts (lower-level):

* What do you feel is the most important thing a speaker needs to remember or do when speaking?

**Miscellaneous**

Facts, definitions, concepts (lower-level):

* Is there anything else you wanted me to know about you and this topic?