

[EXHI1012- Public Speaking II]

Module 1.

Topic 1. First Impressions

The instructor can find additional information for the explanations in the following book and chapters:

Fleming, Carol A. (2013). *It's the way you say it: Becoming Articulate, Well-Spoken, and Clear*. [Kindle Edition]. San Francisco, California: Berrett-Koehler Publishers, Inc.

Chapter 6: Let's Talk Business

Chapter 5: Unifying Your Verbal and Non Verbal Messages

The instructor can find a checklist to evaluate communication skills in the Appendix of the book: "It's the way you say it: Becoming Articulate, Well-Spoken, and Clear".

Topic 2. Traits of a Well-Spoken Person

The instructor can find additional information for the explanations in the following book and chapters:

Fleming, Carol A. (2013). *It's the way you say it: Becoming Articulate, Well-Spoken, and Clear*. [Kindle Edition]. San Francisco, California: Berrett-Koehler Publishers, Inc.

Chapter 4: Becoming Well-Spoken

Chapter 3: Developing a Dynamic Voice

Topic 3. Types of Talkers

The instructor can find additional information for the explanations in the following book and chapters:

Fleming, Carol A. (2013). *It's the way you say it: Becoming Articulate, Well-Spoken, and Clear*. [Kindle Edition]. San Francisco, California: Berrett-Koehler Publishers, Inc.

Chapter 2: Resolving Specific Problems

Topic 4. Develop a High-Status Voice

The instructor can find additional information for the explanations in the following book and chapters:

Liu, Min. (2016). *Vocal Superstar: How to develop a High Status Voice*. [Kindle Edition] San Francisco, California: Art of Verbal War.

The instructor could suggest in the Individual assignment to use the checklist in the appendix of: "It's the way you say it: Becoming Articulate, Well-Spoken, and Clear" to evaluate communication skills.

Topic 5. Tricky English Pronunciation

The instructor can find additional information for the explanations in the following book and chapters:

Katz, William F. (2013) *Phonetics for Dummies*. [Kindle Edition] Hoboken, New Jersey: John Wiley & Sons, Inc.

Chapter 1: Understanding the A-B-Cs of Phonetics

Chapter 2: The Lowdown on the Science of Speech Sounds

Chapter 3: Meeting the IPA: Your New Secret Code

The instructor can suggest the students to produce a voiced sound and an unvoiced sound and ask them to place their hand in their throat to feel the buzzing voiced sounds.

Module 2.

Topic 6. English Vowels

The instructor can find additional information for the explanations in the following book and chapters:

Katz, William F. (2013) *Phonetics for Dummies*. [Kindle Edition] Hoboken, New Jersey: John Wiley & Sons, Inc.

Chapter 6: Sounding Out English Speech Sounds

The instructor can suggest the students to use the Cambridge Dictionary Online, to check the pronunciation and the sounds of the words.

Topic 7. English Consonants

The instructor can find additional information for the explanations in the following book and chapters:

Katz, William F. (2013) *Phonetics for Dummies*. [Kindle Edition] Hoboken, New Jersey: John Wiley & Sons, Inc.

Chapter 7: Sounding Out English Vowels

The instructor can suggest the students to use the Cambridge Dictionary Online, to check the pronunciation and the sounds of the words.

Topic 8. The Melody of Language

The instructor can find additional information for the explanations in the following book and chapters:

Katz, William F. (2013) *Phonetics for Dummies*. [Kindle Edition] Hoboken, New Jersey: John Wiley & Sons, Inc.

Chapter 10: Grasping the Melody of Language

The instructor can check some examples of marking emphasis in the book: *It's the way you say it: Becoming Articulate, Well-Spoken, and Clear*, pages 66 and 83.

Topic 9. Message retention

The instructor can find additional information for the explanations in the following book and chapters:

Davidson, Chris. (2017) *Winning Techniques for Public Speaking and Presenting*. [Kindle Edition] Wirral, Great Britain: Active Presence Limited.
Chapter 1- Why presentations matter more than you might think
Chapter 2- What a good presentation does for you
Chapter 3- The nine rules for creating great presentations
Chapter 4- Three big mistakes that impact credibility and Effectiveness

Topic 10. Communication off the Stage

The instructor can find additional information for the explanations in the following book and chapters:

Davidson, Chris. (2017) *Winning Techniques for Public Speaking and Presenting*. [Kindle Edition] Wirral, Great Britain: Active Presence Limited.
Chapter 5- Communications other than presentations

Module 3.

Topic 11. Debates and Argumentation

The instructor can find additional information for the explanations in the following books and webpages:

Boundless (2013). *Communications* [Kindle Edition]. USA: Boundless.
Griffin, M. (2015). *Public Speaking Basics* [Kindle Edition]. USA: University Press of America.
University of Pittsburgh (2015). *Four Step Refutation*. Retrieved from <http://www.speaking.pitt.edu/student/argument/argument>
Bonn, Amy. *What are Logical Fallacies*. Study.com. Retrieved on November 8, 2017 from <http://study.com/academy/lesson/what-are-logical-fallacies-define-identify-and-avoid-them.html>
Kemp, Darnell. (November 14, 2014) *Logical Fallacy Examples*. Retrieved on November 8, 2017 from <https://www.slideshare.net/darnellkemp71/logical-fallacies-2010>

Topic 12. Types of Speeches: Review

The instructor can find additional information for the explanations in the following books and webpages:

Boundless (2013). *Communications* [Kindle Edition]. USA: Boundless.
Griffin, M. (2015). *Public Speaking Basics* [Kindle Edition]. USA: University Press of America.
Carnegie, D. (2007). *The Art of Public Speaking*. USA: Cosimo Classics.