



## **School District of Marshfield**

### **Course Syllabus**

Course Name: AS Oral and Interpersonal Communication

Length of Course: Year

Credits: 1 Credit

#### Course Description:

This course focuses upon developing speaking, verbal and non-verbal communication and listening skills for the works place. Students will apply learning targets and course competencies through individual presentations, group activities and other projects. Presentations and projects could address careers including but not limited to health, business, automotive, construction, computers, and accounting. Students will also gain experience with reading visuals including but not limited to flow charts, blue prints, maps (road, meteorological, topographical, etc.), charts as well as technical manuals such as Mitchell, Chilton, etc.

After completing this course with a "B" or better, students will be eligible for concurrent enrollment credit at Mid-State Technical College of Marshfield, Wisconsin

PREREQUISITE: Junior standing.

#### Learning Targets:

After completing this course, students will have completed the following as established by Mid-State Technical College of Marshfield, Wisconsin:

##### COURSE COMPETENCIES:

- Analyze communication situations
- Develop strategies for overcoming communication obstacles
- Evaluate how intrapersonal messages (perceptions and self-concept) affect communication
- Analyze how culture, including gender, impacts communication styles
- Use language effectively in communication
- Apply nonverbal communication skills appropriate for situations
- Apply active listening skills appropriate for situations
- Apply conflict resolution skills
- Contribute in group/team situations
- Deliver group and individual presentations

PREREQUISITE: Junior standing.

In addition, students will

- Examine the ideas and opinions of professionals, particularly their interpretations of text and implicit biases in documentaries and film adaptations.
- Participate in oral analysis and
  - Examine text and visuals.
  - Demonstrate critical thinking.
  - Draw inferences about meaning of text by critically examining purpose, attitude, style, point-of-view, and diction.
  - Consider the ideas and opinions of peers during discussions and presentations, examining the validity and clarity of such evaluations and subsequent supporting evidence.
- Practice composition skills and/or argumentation skills by
  - Composing a thesis statement that clearly identifies the subject and takes a position to produce an analysis rather than a report.
  - Generating fluent and organized writing using appropriate grammar and usage, and also applying accurate conventions and documentation.
  - Responding to non-fiction literature in a timed situation, revealing comprehension of reading and perception of interpretation.
- Listen to oral directions and presentations
  - Including lectures, presentations, documentaries, etc., and take notes.
  - View sample speeches and critique.
- Attending to electronic adaptations of text, including but not limited to design plans for prototypes, CAD-CAM, etc.
- Participate in oral interpretation of visuals and text and demonstrate attention to main idea, supporting evidence, sequencing, and scope.

## Topic Outline

### First Quarter

- I. Introduction to Human Communication (Two Weeks)
  - A. Impromptu and Extemporaneous Speaking
  - B. Chapter 12: Planning Your Presentation
  - C. Chapter 13: Content and Organization
  - D. Chapter 14: Language and Delivery
- II. Speaking to Inform (Seven Weeks)
  - A. Demonstration Speech
  - B. Power Point Speech

### Second Quarter

- III. Speaking to Persuade (Four Weeks)

- IV. Personal Narrative (Four Weeks)
  - A. Chapter 2: Understanding Yourself
  - B. Chapter 3: Adapting to Others

Second Semester

- V. Modes of Communication (Twelve Weeks)
  - A. Chapter 5: Verbal Communication
  - B. Chapter 6: Nonverbal Communication
  - C. Chapter 4: Listening and Critical Thinking
  - D. Reading visuals including flow charts, blue prints, maps (road, meteorological, topographical, etc.), charts as well as technical manuals such as Mitchell, Chilton, etc.
- VI. Relationships (Six Weeks)
  - A. Chapter 7: Understanding Interpersonal Relationships
  - B. Chapter 8: Improving Interpersonal Communication
  - C. Chapter 9: Professional Relationships
  - D. Chapter 10: Working in Groups
  - E. Chapter 11: Group Decision Making and Problem Solving

Resources:

*Think Communication*. 2<sup>nd</sup> Edition. Isa N. Engleberg and Diana R Wynn.