

**FACULTY OF SOCIETY AND SCIENCE  
STUDY COURSE DESCRIPTION**

<b>Course Title:</b>	<b>PUBLIC SPEAKING</b>				
<b>Course code (VAIS):</b>	<b>KomZ2018</b>				
<b>Study programme:</b>	<b>Tourism Organization and Management</b>				
<b>Level of Study programme:</b>	<input type="checkbox"/>	1st level professional higher education			
	<input checked="" type="checkbox"/>	Professional Bachelor			
	<input type="checkbox"/>	Professional Master			
	<input type="checkbox"/>	PhD level			
<b>Type of Study programme:</b>	<input checked="" type="checkbox"/>	Compulsory course (Part A)			
	<input type="checkbox"/>	Professional specialization courses (Part B, compulsory)			
	<input type="checkbox"/>	Professional specialization optional courses (Part B, optional)			
	<input type="checkbox"/>	Elective courses (Part C)			
<b>Course Workload:</b>	<b>Credits</b>	<b>ECTS</b>	<b>Academic hours</b>	<b>Contact hours</b>	<b>Independent work hours</b>
	2	3	80	32	48
<b>Course Author/ Tutor:</b>	<b>Liene Ločmele</b>				
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	<a href="mailto:liene.locmele@va.lv">liene.locmele@va.lv</a>				
	Consultation: according to the schedule for each semester				
<b>Course Form:</b>	Full time				
<b>Study year, semester:</b>	1 <sup>st</sup> year, 1 <sup>st</sup> semester				
<b>Language:</b>	English and Latvian				
<b>Prerequisites for the Course:</b>	-				
<b>Course Summary:</b>	This course aims at developing public speaking skills of each individual who actively participates in it. During the course students prepare, present and receive detailed and individually tailored feedback from the lecturer and peers about at least three types of speeches. They also systematically listen and analyse example speeches, explore relevant theoretical notions and learn to provide constructive feedback about performance of others.				
<b>Course Methods:</b>	Lectures, seminars, case studies, literature studies				
<b>Assessment:</b>	Exam				
<b>Requirements for Credits:</b>	<p>Assignments should be fulfilled in compliance to the methodological instructions and the course description.</p> <p>Students must adhere to the ViA Statement of Academic Ethics.</p> <p>Students can receive highest grades (9 and 10) only if all tasks are completed in timely manner (and necessary quality).</p> <p>To receive the minimum grade for passing the course (grade 4), students must pass an exam (all five online tests).</p> <p>If some of the tests are failed, students must pass an equivalent individual task.</p>				
<b>Course Contents:</b>	Main principles of public speaking, audience analysis and the choice of topic, the structure and outline of the speech, effective introduction and conclusion, the use of language, vocal and nonverbal performance, visual aids, types of public speeches.				
<b>Learning Outcomes<sup>1</sup>; the evaluation methods and criteria</b>	<b>Learning Outcomes</b>			<b>The evaluation methods and criteria</b>	
	<b>Knowledge</b>				
	Ability to demonstrate an overall understanding of the content, structure and presentation of concept, progress report and issue analysis speeches			Lectures, seminars, exam	
	<b>Skills</b>				
Development skills for preparing and presenting speeches			Seminars		

<sup>1</sup> <http://www.nki-latvija.lv/par-lki>

	Ability to provide constructive feedback on the performance of others	Seminars, case studies
	<b>Competency</b>	
	Ability to apply theoretical knowledge and practical skills in professional and research contexts	Seminars, case studies, exam
	Ability to develop independently further knowledge and skills for public speaking	Seminars, case studies, exam
<b>Course Compulsory literature:</b>	1. O'Hair D., Stewart R., Rubenstein H. (2007). A Speaker's Guidebook. Bedford: St. Martin's	
<b>Course additional literature:</b>	2. Apele A. (1982). Runas māksla. Rīga: Zvaigzne 3. Brydon S. R. (2003) Between One and Many: the Art and Science of Public Speaking. Boston: McGraw-Hill 4. Geikina S. (2003). Retorikas pamati. Rīga: RaKa 5. Grice G. L. (2004). Mastering Public Speaking. Boston: Pearson 6. Keigals T.Dž. (2008). Uzstāšanās māksla: droši paņēmieni, kā pārliecināt auditoriju un patikt klausītājiem. Rīga: Atēna	
<b>Course confirmation date:</b>	21.09.2016.	
<b>Date of course description update:</b>		

### Study Course Plan:

Date	Theme	Hours	Study form	
<i>The date is specified before the implementation of the course</i>	Measuring public speaking stress	2	Independent work before and after the course	
	The principles of Concept Speech	4,5	Lecture, seminars	
	Preparing Concept speech	3	Independent work	
	Presenting and giving feedback on the Concept Speech	6	Seminars	
	Speech analysis I	3	Independent work: case analysis	
	Preparing for Test 1	4	Independent work: literature studies	
	Taking Test 1	2	Independent work: online	
	The principles of Progress Report	4,5	Lecture, seminars	
	Preparing the Progress Report	5	Independent work	
	Presenting and giving feedback on the Progress Report	6	Seminar	
	Speech analysis II	3	Independent work: case analysis	
	Preparing for Tests 2 & 3	5	Independent work: literature studies	
	Taking Tests 2 & 3	4	Independent work: online	
	The principles of Issue Analysis	5	Lecture, seminars	
	Preparing the Issue Analysis	5	Independent work	
	Presenting and giving feedback on the Issue Analysis	6	Seminar	
	Speech analysis III	3	Independent work: case analysis	
	Preparing for Tests 4 & 5	5	Independent work: literature studies	
Taking Tests 4 & 5	4	Independent work: online		