0962学期 課程基本資料

| 系所 / 年級 | 外交系 3年级 |
| 課號 / 班別 | 46U00030 / D |

學分數 | 2學分 |
選 | 必修 |

科目中文名稱 | 英語演說與溝通技巧 |
科目英文名稱 | English speech and communication |

主要授課老師 | Joel Wayne McCay |
開課期間 | 一學期 |

人數上限 | 21人 |
已選人數 | 21人 |

起始週 / 結束週 / 上課地點 / 上課時間

請各位同學遵守智慧財產權觀念：請勿非法影印。

教學綱要

一、教學目標 (Objective)

- Label the speech communication model;
- Explain each element of the speech communication mode;
- Emphasize positive speech habits;
- Perform speeches with controlled vocal rate, clarity of articulation, pitch variety, intensity, and resonant timbre;
- Prepare and present an oral interpretation on a piece of literature / poetry;
- Develop strategies to get a message across to another person;
- Prepare and present the speech to demonstrate using audio/visual aids, maps, charts, or other hand-on materials to illustrate a sport, craft, musical instrument, process, hobby, etc;
- Understand communication principles;
- Provide constructive feedback for student speakers and self-evaluation checklists; and
- Participate and appreciate the art of choral reading.

二、先修科目 (Pre Course)

Practical presenting in English is a skill. Speaking with confidence takes practice. Taught from a western perspective, this course explores up-to-date effective verbal presentation techniques that can be mastered, but it will take practice. This two-semester course includes speech improvement drills to improve pronunciation through phonetics based upon a form of “Standard American” speech. Students will have many opportunities to prepare and practice speeches, readings, and gain confidence and skills in presentations.

三、教材內容 (Outline)

- Label the speech communication model;
- Explain each element of the speech communication mode;
- Emphasize positive speech habits;
- Perform speeches with controlled vocal rate, clarity of articulation, pitch variety, intensity, and resonant timbre;
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- Develop strategies to get a message across to another person;
- Prepare and present the speech to demonstrate using audio/visual aids, maps, charts, or other hand-on materials to illustrate a sport, craft, musical instrument, process, hobby, etc;
- Understand communication principles;
- Provide constructive feedback for student speakers and self-evaluation checklists; and
- Participate and appreciate the art of choral reading.

四、教學方式 (Teaching Method)

五、參考書目 (Reference)

2008/2/26  Introductions, Syllabus
Discussion of Visuals, Ch. 2 Describing Change, Adjectives

2008/3/4  describing the change, Drawing Attention, Transitions Speech Drills - Lessons 6 & 7 / Present  麥喬伊
2008/3/11  Discussion of Visuals, Ch. 2 Graphs, Visual Aids Checklists  
             Speech Drills - Lessons 8 & 9 / Present  
             Mau Chiao
2008/3/18  Discussion of Vocal Delivery, Ch. 3 Voice, Breathing Correctly,  
             Volume, Pace/Rate, Exercises Speech Drills - Lessons 10 & 11/ Present  
             Mau Chiao
2008/3/25  Discussion of Vocal Delivery, Ch. 3 Articulation, Intonation, Pitch,  
             Stress, Pause, Checklist, Exercises Speech Drills Lesson 12 / Present  
             Mau Chiao
2008/4/1   Holiday (for Wednesday class) Speaking Practice (Tuesday class)  
             Mau Chiao
2008/4/8   Prepare for Mid-term Exam: "Presentation Project using PowerPoint"  
             Speech Drills Lesson 13 / Present  
             Mau Chiao
2008/4/15  Prepare for Mid-term Exam: "Presentation Project using PowerPoint"  
             Speech Drills Lesson 14 / Present  
             Mau Chiao
2008/4/22  Mid-term Exam Project  
             Mau Chiao
2008/4/29  Discussion of Non-Verbal Delivery, Ch. 4 Facial Expressions,  
             Smile, Eye Contact Exercises, Checklist Speech Drills - Lesson 15 / Present  
             Mau Chiao
2008/5/6   Discussion of Non-Verbal Delivery, Ch. 4 Gestures, Appearance,  
             Western Attire Exercises, Checklist Speech Drills – Lesson 16 / Present  
             Mau Chiao
2008/5/13  No class  
             Mau Chiao
2008/5/20  Discussion of Conclusion, Ch. 5 Summary, Closure, Memorable,  
             Questions, Effective Conclusions, Checklist Speech Drills – Lesson 17 / Present  
             Mau Chiao
2008/5/27  Discussion of Conclusion, Ch. 5 Types of Questions Speech Drills  
             – Lesson 18 / Present  
             Mau Chiao
2008/6/3   Discussion of Survival Techniques, Ch. 6 Ways of Thinking, Self- 
             control, Audience Speech Drills – Lesson 19 / Present  
             Mau Chiao
2008/6/10  Discussion of Survival Techniques, Ch. 6 Using Humor Speech  
             Drills – Lesson 20/ Present  
             Mau Chiao
2008/6/17  Prepare for Final Exam Presentation  
             Mau Chiao
2008/6/24  Final Exam Project  
             Mau Chiao

七、評量方式 (Evaluation)

八、講義位置 (http://)

九、教育目標