

COM 329 Business and Professional Speaking

Wintermester 2019

Number of Credits

3

Instructor

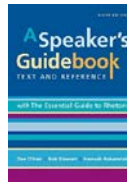
Samuel Crostic

Catalog Description

Practice of the principles of public speaking, conference methods and group discussions which are applicable to the business and professional community.

Required Textbooks/Materials

O'Hair, Dan, Rob Stewart, and Hannah Rubenstein. *Speaker's Guidebook with the Essential Guide to Rhetoric*. 6th ed. New York: Bedford/St Martin'S, 2014. ISBN-13: 978-1457689802



Student Learning Outcomes

- effective resume and letter of interest writing
- effective interviewing considerations
- effective business/professional presentation development
- effective business//professional presentation delivery

Course Details

This course provides students the opportunity to develop resumes and letters of interest for entry into business/professional communities and to develop and deliver presentations for engagement in those communities.

Assignments

Resumes, Letters of Interest, Interviewing questions, Reports and Proposals. Assignment criteria will be given during assignment lectures.

Attendance Policy

Attendance and punctuality are expected. If you miss a presentation day without instructor approval, your grade will be lowered by a half grade for each missed presentation.