

## **Effective Communication-The Spoken Word** <sup>[1]</sup>

Whether you are speaking in a small group meeting or presenting in front of a large audience, communication skills are essential for effective delivery of your message.

This course will provide participants with tools and techniques that will strengthen their oral delivery and foster confidence for delivering presentations large and small.

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Live

**Instructor:** Carrie Howard <sup>[2]</sup>

**Recommended CPE Credit:** 2.0 Hours

**Field of Study:** Communications and Marketing

### **Course Objectives:**

At the end of the course, participants will be able to:

- Execute techniques for vocal and physical warm-up;
- Utilize breathing techniques for vocal projection and anxiety reduction;
- Take a physical self-inventory to assess and improve posture and physical mannerisms;
- Utilize a pre-presentation checklist aimed toward preparedness and confidence building; and,
- Identify methods for maintaining flexibility and clear-headedness if a presentation goes off track.

### **Program Policies** <sup>[3]</sup>

#### **NASBA Statement**

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[www.learningmarket.org](http://www.learningmarket.org) <sup>[4]</sup>.



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**Links**

[1] <https://www.cu.edu/controller/cpe-cpas/course-catalog/effective-communication-spoken-word>

[2] <https://www.cu.edu/controller/carrie-howard-cpe-instructor> [3] <https://www.cu.edu/controller/cpe-cpas-policies> [4] <http://www.learningmarket.org>