

# BUSINESS SPEAKING FUNDAMENTALS WORKSHOP SUMMARY

Western Nevada College

**Purpose:** To provide improved speech communication skills for individuals in a focused, timely and cost effective format, offered at the workplace.

**Cost and Attendance:** The cost of the course is \$1,250 for a minimum of 10 attendees. Additional attendees are \$100 each (maximum of 25 per workshop). Fees are payable upon contracting and are non-refundable. Students are responsible for daily and timely attendance, which will be reported to the Client.

**Scheduling:** Workshop is presented over three weeks, with two morning sessions per week. Scheduling is available Mon-Fri in the greater Reno/Tahoe/Carson City area. Other time and location arrangements may be considered at the discretion of the Instructor, with possible fee adjustments, including travel expenses.

**Instructor Bio and Contact Information:** This course is taught by Leonard A. Semas, an adjunct instructor at Western Nevada College for the past seven years, teaching both business writing and speech. Mr. Semas is a graduate of Santa Clara University where he received his B.S. and M.B.A. degrees. He is a former officer in the U.S. Army and has over 40 years of diversified business experience. Semas is a well-known writer, publisher and guest speaker. He currently publishes and contributes to the Sierra Sage, an online magazine ([www.sierrasage.com](http://www.sierrasage.com)); authored *Reason, Justice and Common Sense*; and recently edited and published a "coffee table" publication entitled *Bars of Nevada*.

**Host Client Requirements:** Host client will be responsible for providing a suitable meeting room (on or off organization premises), with either desks or table seating for the number of attendees registered. Audio Visual capabilities suitable for presentation software and projection is required with Internet and MS Office software availability. Optional: AV equipment provided by WNC for \$100 additional charge. Coffee/bottled water during class hours is suggested but optional.

**Course Summary and Objectives:** The workshop is a modified version of the full semester course in speech communications, with key elements compressed into an intensive schedule of six half-day sessions. Instruction will focus on basic speaking skills, including: dealing with anxiety, preparation, organization, and delivery of biographical, informative and persuasive speeches. The course objective is to provide students with a good understanding of the speech development and delivery process, reduced anxiety over public speaking, and improved ability to make oral presentations of a business nature.

**Instruction Methodology and Materials:** The course methodology will be lecture in conjunction with PowerPoint® presentation materials in addition to student speech presentations. There will be a limited amount of outside preparation (2-3 hours per course). A Certificate of Completion is awarded to students attending the full course.

## Contact and Course Reservations:

E-mail: [Leonard.Semas@wnc.edu](mailto:Leonard.Semas@wnc.edu) (alternate [len@sierrasage.com](mailto:len@sierrasage.com)) OR Phone: (775) 790-5504  
(Business Writing Workshop is also available with similar course format)