JINAN UNIVERSITY
Public Speaking

Note: The syllabus is a living document. JNU and the instructor reserve the right to amend as needed.

Lecturer: Dana (Dean) Simpson
Time: Monday through Friday (June 29 – July 31, 2015)
Teaching hours: 50 hours
Location: Management School
Office: Management School 518
Office Hours: By Appointment
Email: 1deansimpson@gmail.com

Course Description
This course focuses on developing the skills needed for giving public speeches. Students will plan, prepare, and deliver speeches to praise, to inform, and to persuade their audience. The course teaches public speaking as a process, paying particular attention to topic selection, research, organization and transitions, claims and supporting evidence, argumentation and delivery. This course will help students develop their public speaking skills in a variety of contexts and help them overcome “stage-fright” inhibition through multiple and varied activities. We will also practice body politics, flow, delivery, timing, rapport and language. The students will develop speeches alone and in groups, and learn how to use visual aids. There will be oral and written assignments and assessments. The nature of the presentations and speeches will be of an increasingly complex nature, executed through scaffolded activities that will be monitored through summative professor, peer and self-evaluations.
Course Goals
At the end of the course the students will be able to:
- Explain the mechanics and content of an effective public speech
- Create rubrics and give feedback as a critical listener
- Recognize personal speech habits to further their competencies
- Show improved self-confidence in prepared and extemporaneous speeches
- Present different kinds of speeches
- Use visual aids effectively when giving presentations

Required Text

Course Hours
The course has 25 sessions in total. Each class session is 120 minutes in length. The course meets from Monday to Friday.

Grading Policy
Speech of Introduction (3 minutes) 5% of grade
Persuasive Speech (5 minutes) 10% of grade
Special Occasion Speech (5 minutes) 10% of grade
Group Speech (10 minutes) 15% of grade
Class participation and Attendance 15% of grade
Written Assignments (outlines, HW, etc.) 10% of grade
Quizzes 25% of grade
Final Reflective Portfolio (5 minutes) 10% of grade

General expectations
*Attendance and promptness*
- Attend all classes and be responsible for all material covered in class and otherwise assigned. Any unexcused absence will impact your grade.
- Arriving late or leaving early will be counted as half absences.
- Attendance is mandatory. Be on time and stay for the duration of each class. Students are allowed three free absences without penalty. Beginning with the fourth absence, students will receive a two-point penalty from their final grade for every day missed. Any students with more than six absences will automatically fail the course. I will make no distinction between excused and unexcused absences, so there is no need to provide me with a doctor’s note or any other written excuse. **Attendance reward:** Any students with perfect attendance will receive two points on their final grade.

*Class participation and preparation*
- Class participation involves volunteering answers and contributing to the class discussions. Inhibition is the enemy of learning. Being prepared for class
means that you demonstrate knowledge of assigned homework by participating actively in the discussions and turning in written homework upon request. Prepare the work assigned to a particular day the night before.

- Refrain from texting, phoning or engaging in computer activities unrelated to class during class.

Assignments

- **Outlines**: Students must submit outlines for their speeches on the day that they present them (only in the second part of the semester after the chapter on outlining is covered).
- **Speeches**: Each student will deliver the required number of speeches and give feedback to others.
- **Final Portfolio**: As a final examination, students are required to deliver a final metacognitive speech to reflect on their personal learning outcomes in relation to the course objectives.

Course Schedule

**WEEK ONE**

*Monday*
Introduction to course

*Tuesday*
Chapter 1 - Speaking in Public
Chapter 2 - Ethics and Public Speaking

*Wednesday*
Chapter 3 – Listening
Creating Rubrics
Sample Speech 1

*Thursday*
Chapter 4 - Giving Your First Speech
Chapter 15 – Speaking to inform

*Friday*
Quiz on Section 1
Discussion

**WEEK TWO**

*Monday*
Speeches of Introduction
Chapter 5 - Selecting a Topic and a Purpose
Tuesday
Chapter 6 - Analyzing the Audience
Chapter 7 - Gathering Materials

Wednesday
Chapter 8 - Supporting Your Ideas
Sample Speech 2

Thursday
Chapter 9 - Organizing the Body of the Speech
Chapter 10 – Beginning and Ending the Speech
Chapter 16 – Speaking to Persuade

Friday
Quiz 2
Discussion

WEEK THREE
Monday
Chapter 17 – Methods of Persuasion
Workshop for Persuasion Speech

Tuesday
Chapter 11 – Outlining the Speech
Sample Speech 3

Wednesday
Persuasion Speeches (Day 1)
Hand in Outline of Speech
Review of Feedback with Rubrics

Thursday
Chapter 12 – Using Language
Speeches on Persuasion (Day 2)
Hand in Outline of Speech
Sample Speech 4

Friday
Quiz 3
Discussion

WEEK FOUR
Monday
Chapter 13 – Delivery
Chapter 18 – Speaking on Special Occasions

Tuesday
Workshop for Speaking on Special Occasions
Outline development
Sample Speech 5

Wednesday
Speeches of Special Occasion (Day 1)
Hand in Outline
Chapter 14 – Using Visual Aids

Thursday
Chapter 19 - Speaking in Small Groups
Speeches of Special Occasion (Day 2)
Hand in Outline

Friday
Quiz 4
Discussion

WEEK FIVE
Monday
Group Presentations (Day 1)
Sample Speech 6

Tuesday
Group Presentations (Day 2)
Final Portfolio Preparation Workshop

Wednesday
Final Portfolio Presentations (Day 1)

Thursday
Final Portfolio Presentations (Day 2)

Friday
Evaluations
Metacognitive exercises
Wrap up

Academic Honesty
Jinan University defines academic misconduct as any act by a student that misrepresents the student’s own academic work or that compromises the academic
work of another. Scholastic misconduct includes (but is not limited to) cheating on assignments or examinations; plagiarizing, i.e. misrepresenting as one’s own work any work done by another; submitting the same paper, or substantially similar papers, to meet the requirements of more than one course without the approval and consent of the instructors concerned; sabotaging another’s work. Within these general definitions, however, instructors determine what constitutes academic misconduct in the courses they teach. Students found guilty of academic misconduct in any portion of the academic work face penalties ranging from lowering of their course grade to awarding a grade of F for the entire course.