暨南大學
JINAN UNIVERSITY

0502E223
Public Speaking/Communication

Instructor: TBA

E-mail: TBA

Office Hours: by Appointment

Contact Hours: 60 (50 minutes each)

Credits: 4

Course Description

Public speaking education as we know it today owes its core philosophy to the art of "rhetoric," or the practical study of principles for influential public communication. A centerpiece of definitive education for thousands of years (most notably in classical Greece and Rome), and a core liberal art since the Renaissance, rhetoric is not just performing the mechanical skills and tactics of speaking well. It is a discipline of practical philosophy for understanding critical decision-making, assessment of diverse situations and people, and thoughtful application of first principles under contingent circumstances.

The practice of rhetoric through effective public speaking, thus defined, is not merely essential to effecting social influence through communication. It is crucial to the exercise of critical thinking and prudential judgment in public life, indispensable in a democratic society, and a core element of the human condition.

So, while this is an introductory course to Public Speaking and Communication, it will not be an easy course. While we will deliver a number of speeches, that's not all we'll do. We'll study, discuss, and practice important theories and concepts of rhetorical communication, which is a subject of serious inquiry. And has been literally for millennia.

Required Textbook

Text/ISBN: *Pocket Guide to Public Speaking*, by Dan O' Hair, ISBN: 9781319087654, Mac Higher Edition: 5th

Other Required Materials

Microsoft Word and PowerPoint Computer with Internet access

Note: This class will be text and class note based. Exams will be based on a combination of all, so please take good notes.

Prerequisites

No prerequisites

Course Goals

At the end of the course the students will be able to:

- Explain and demonstrate the form and content of effective public speeches.
- Prepare and present speeches to inform, to persuade, special-occasion and group speeches.
- Apply principles of rhetorical and communication theories to presenting and evaluating speeches.
- Use effective listening skills to critically evaluate public speeches (peer and self).
- Incorporate visual aids and use digital media for public presentations.
- Manage communication apprehension and improve self-confidence in public speaking.

Grading Policy

Self-Introduction Discussion	8%
Informative Speech	13%
Persuasive Speech	16%
Quizzes	16%

Midterm	8%
Final Exam	8%
Other Assignments	31%
Total	**100%**

Assignment	Points
Self-Introduction Discussion	**100**
Informative Outline	**100**
Informative PowerPoint	**50**
Informative Presentation	**150**
Informative Presentation Reflection	**25**
Persuasive Outline	**100**
Persuasive PowerPoint	**50**
Persuasive Presentation	**200**
Persuasive Reflection	**25**
Quizzes (10 x 20)	**200**
Exams Exam 1___/100 Exam 2___/100	**200**
Total	**1,200**

Introductory Discussion

For this assignment you will you write a brief introduction about yourself and introduce yourself to the class. In about 2 paragraphs you will tell us your name, age, where you are going to school, major, and career aspirations. Then, you will discuss some personal content about yourself such as interests, hobbies, likes/dislikes, where you are from and family. Finally, I would like for you to discuss why you are taking this class and what you hope to learn from it.

Informative Speech

For this speech, you will be researching a topic of your choice. You will prepare a PowerPoint presentation to accompany your speech. In your speech, you will discuss the background and history of the topic, current information, and any additional elements you consider noteworthy. Your speech requires sources, an

outline, and should be 6-8 minutes in length. (Do NOT exceed the maximum time limit.) After the presentation your will complete a reflection paper based on your thoughts on different parts of the speech.

Persuasive Speech

For this speech you will be expected to research, develop, and present the presentation, which should be 8 to 10 minutes in length. (Do NOT exceed the maximum time limit.) Your speech must make a clear call to action, have a minimum of 4 sources, and build upon the experiences you had. Students are expected to dress professionally on the day of the presentation. There will be a required PowerPoint to be used during the presentation, an outline prior to the speech and a reflection after the speech.

Class Assignments

There will be class assignments throughout the course session.

- Outlines-Bullet point format discussion of all aspects of the speech. Must include sources in proper MLA format.
- PowerPoints-Minimum of 6 slides with sources, content, and photos must be used for the informative and persuasive speech.
- Reflections-This 1-2 page essay style paper will be completed after each presentation, where the student will assess their performance during various aspects of their speech.

Quizzes

There are 10 quizzes based on the current module reading. For example, Quiz 1 is based on module 1 reading.

Exams

There are 2 exams for this course. The exams are based on several modules. Exam1 will consist of content from modules 1-5. Exam 2 (the final exam) will be based on modules 6-12. Exam 2 will be a proctored exam. You will need to contact the

instructor or TA to schedule the exam. Further details will be provided during the course.

FINAL GRADES

Failure to do a single speech, for any reason, will result in the loss of one letter grade. Failure to do two speeches, for any reason, will result in the student failing course, no matter what their current standing grade may be.

Your final grade will be based on the work you submit and exams. The level of effort you have expended, the urgency of your need to pass this course, the personal circumstances that burden you this term, and all other such considerations are not relevant.

Grading Scale

The instructor will use the grading system as applied by JNU:

Definition	Letter Grade	Score
Excellent	A	90~100
Good	B	80~89
Satisfactory	C	70~79
Poor	D	60~69
Failed	E	Below 60

Academic Integrity

As members of the Jinan University academic community, students are expected to be honest in all of their academic coursework and activities. Academic dishonesty 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 a substantially similar paper, to meet the requirements of more than one course without the approval and consent of the instructors concerned; or sabotaging other students` work within these general definitions. Instructors, however, 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 that range from the lowering of their course grade to awarding a grade of E for the entire course.

Potential Changes to Course Outline

The following outline is a general plan for the course. Deviations may be necessary and will be announced in advance via announcement and/or e-mail.

Module 1:

- Topic:
    1. Course Introduction
    2. Chapter 1 Becoming a Public Speaker
    3. Chapter 2 From A to Z: Overview of a Speech
- Assignment: Self Introduction Discussion
- Quiz 1

Module 2:

- Topic:
    1. Chapter 3 Managing Speech Anxiety
    2. Chapter 4 Ethical Public Speaking
    3. Chapter 5 Listeners and Speakers
    4. Chapter 6 Analyzing the Audience
- Assignment: Reading
- Quiz 2

Module 3:

- Topic:
    1. Chapter 7 Selecting a Topic and a Purpose
    2. Chapter 8 Developing Supporting Material
    3. MLA Lesson
- Assignment: Module Review
- Quiz 3

Module 4:

- Topic:
    1. Chapter 9 Finding Credible Sources in Print & Online
    2. Chapter 10 Citing Sources in Your Speech
    3. Chapter 11 Organizing the Body of the Speech
    4. Chapter 12 Selecting an Organizational Pattern
    5. Chapter 13 Outlining the Speech
- Assignment: Reading
- Quiz 4

Module 5:

- Topic
    1. Chapter 22 Informative Speaking
- Assignment: Midterm Exam Review, Midterm Exam (Chapters 1-13 and 22)

Module 6:

- Topic:
    1. Chapter 14 Developing the Introduction and Conclusion
    2. Chapter 15 Using Language
    3. Chapter 16 Methods of Delivery
- Assignment: Module Review
- Quiz 5

Module 7:

- Topic:
    1. Chapter 17 Your Voice in Delivery
    2. Chapter 18 Your Body in Delivery
    3. Chapter 19 Speaking with Presentation Aids
    4. Chapter 20 Designing Presentation Aids
    5. Chapter 21 Using Presentation Software
    6. Informative Speech Information
- Assignment: Informative Outline and PowerPoint, Module Review
- Quiz 6

Module 8:

- Topic:
    1. Appendix C Preparing for TV and Radio Communication
    2. Appendix D Tips for Non-Native Speakers of English
- Assignment: Informative Video Presentation and Informative Speech Reflection
- Quiz 7

Module 9:

- Topic:
    1. Chapter 23 Principles of Persuasive Speaking
    2. Chapter 24 Constructing Persuasive Speech
    3. Persuasive Speech Information
- Assignment: Persuasive Outline and PowerPoint
- Quiz 8

Module 10:

- Topic:
    1. Chapter 25 Speaking on Special Occasions
    2. Chapter 26 Preparing Online Presentations
    3. Persuasive Speech
- Assignment: Persuasive Video Presentation, Module Review
- Quiz 9

Module 11:

- Topic:
    1. Chapter 27 Communicating in Groups
    2. Chapter 28 Delivering Group Presentations
    3. Chapter 29 Business & Professional Presentations
- Assignment: Persuasive Speech Reflection
- Quiz 10

Module 12:

- Topic:

1. Chapter 30 Presentations Assigned across the Curriculum
2. Chapters 31-36 Speaking in Other College Courses
3. Interview and job selection (pg. 39)

- Assignment: Final Exam Review and Course Summary, Final Exam