

# 0502E223

## Public Speaking/Communication

**Instructor:** TBA

**Email:** TBA

**Time:** May 13, 2024 - June 14, 2024

**Office Hours:** By appointment

**Contact Hours:** 60 (50 minutes each)

**Credits:** 4

### 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 scaffold activities that will be monitored through summative professor, peer and self-evaluations.

## **Required Textbook(s)**

*The Art of Public Speaking*. Lucas, Stephen, 12th edition. New York: McGraw Hill, 2014, E-book ASIN: B00VF62G50

## **Prerequisites**

No prerequisites

## **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

## **Assignments**

**Quizzes:** There are five of these on information from the chapters we study in the text.

**Speeches:** There are five of these. Directions and detailed information on how to do this will be found in the videos. You must watch the videos to understand the assignments.

**Outlines:** An alphanumeric outline will be done for each of the speeches. Directions on how to do these are in the text and the videos.

**Format of all written work:** Please have all your written work double-spaced, in Times New Roman, size 12 font. Any aberrations in spacing between the letters, between the lines, or what have you, will affect the grade. You should also include a word count at the end of all of your work.

**Course Schedule:** Please note that the schedule is meant to give an overview of the major concepts this course. Changes may occur in this calendar as needed to aid in the student's development.

### **Week 1**

Introduction to course

Chapter 1 - Speaking in Public

Chapter 2 - Ethics and Public Speaking

Chapter 3 – Listening

Creating Rubrics

Summary and wrap up

Quiz 1

Chapter 4 - Giving Your First Speech

### **Week 2**

Chapter 15 – Speaking to inform

The Outline

The Basics of Body Language

Checklist for The Speech of Introduction

Summary and comparisons

Quiz 2

Speech of Introduction

Chapter 5 - Selecting a Topic and a Purpose

Chapter 6 - Analyzing the Audience

**Week 3**

Chapter 16 – Speaking to Persuade  
Chapter 17 – Methods of Persuasion  
Checklist for The Speech of Persuasion  
Summary and wrap up  
Quiz 3  
Speech of Persuasion  
Chapter 7 - Gathering Materials  
Chapter 8 - Supporting Your Ideas  
Chapter 9 - Organizing the Body of the Speech  
Chapter 10 – Beginning and Ending the Speech

**Week 4**

Chapter 18 – Speaking on Special Occasions  
Checklist for Special Occasion Speech  
Summary and wrap up  
Quiz 4  
Special Occasion Speech  
Chapter 11 – Outlining the Speech  
Review of Rubrics  
Chapter 14 – Using Visual Aids  
Chapter 19 - Speaking in Small Groups  
Metacompetencies in higher education and beyond

**Week 5**

Summary and comparisons  
Quiz 5  
Group Speech (sectional)  
Chapter 13 – Delivery

Chapter 12 – Using Language

The Importance of Metacognition

Checklist for Group Speech

Course summary and wrap up

Final Portfolio Speech

**Public speaking dates to watch**

W1 Mon.- Tue.:watch all videos for Unit 1

W1 Thur.:hand in Quiz 1

W1 Fri.-W2 Tue.:watch all videos for Unit 2

W2 Wed.:hand in Quiz 2 and Speech of Introduction (with outline)

W2 Thur. - W3 Mon.:watch all videos for Unit 3

W3 Tue.:hand in Quiz 3 and Persuasive Speech (with outline)

W3 Wed.-Sun.:watch all videos for Unit 4

W4 Mon.:hand in Quiz 4 and Special Occasion Speech (with outline)

W4 Tue.-Thur.:watch all videos for Unit 5

W4 Fri.:hand in Quiz 5 and Group Speech (with outline)

W4 Sat.-W5 Thur.:watch all videos for Unit 6

W5 Fri.:hand in Final Portfolio video (with outline)

**Grading Policy**

Type	Percentage
Speech of Introduction (3 minutes)	10% of grade
Persuasive Speech (5 minutes)	10% of grade
Special Occasion Speech (5 minutes)	15% of grade
Group Speech (10 minutes)	15% of grade
Outlines	10% of grade
Quizzes	25% of grade
Final Reflective Portfolio (5 minutes)	15% of grade

## Grading Scale

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

<b>Definition</b>	<b>Letter Grade</b>	<b>Score</b>
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.