

# 0502E223

## Public Speaking/Communication

**Instructor:** TBA

**Time:** Monday through Friday (June 14, 2021-July 16, 2021)

**Office Hours:** 2 hours (according to the teaching schedule)

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

**Credits:** 4

**Location:** Huiquan Building

**Office:** Huiquan Building 518

**E-mail:** TBA

### 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.

### 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

## Course Hours

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

## 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

#### *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 2

#### *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 3**

***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

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**Week 4**

***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 5**

***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)  
Metacognitive exercises

***Friday***

Evaluations  
Metacognitive exercises  
Wrap up

**Course Requirements**

***General Expectations***

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.

***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 evaluation, students are required to deliver a final metacognitive speech to reflect on their personal learning outcomes in relation to the course objectives.

### Grading Policy

Type	Percentage
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	10% of grade
Written Assignments (outlines, HW, etc.)	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:

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

### Attendance

Attendance is mandatory in the class. It would be recorded each class and forms part of students` participation record. Students should inform the instructor at the earliest opportunity if they need to ask for a leave. All absences may have negative effect on students` final grades. Any students with more than three unexcused absences will automatically fail the course.

### 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.