



Academic Inquiries: Jinan University

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JINAN UNIVERSITY

Public Speaking/Communication

Lecturer: TBA

Time: Monday through Friday (June 17, 2019 - July 19, 2019)

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.

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

The Art of Public Speaking. Lucas, Stephen, 12th edition. New York: McGraw Hill, 2014.

E-book ASIN: B00VF62G50

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 | 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 |

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. Any students with more than three absences will automatically fail the course.
- 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.

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)

Metacognitive exercises

Friday

Evaluations

Metacognitive exercises

Wrap up

Academic Honesty

Jinan University defines academic misconduct as any act by a student that misrepresents the students' 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 E for the entire course.