



JINAN UNIVERSITY

Public Speaking/Communication

Lecturer: TBA

Time: Monday through Friday (July 1, 2019-August 2, 2019)

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

Contact hours: 60 (50 minutes each)

Credits: 4

Location: School of Tourism

Office: School of Tourism 210

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, 11th. New York: McGraw Hill, 2012. Print ISBN-13: 978-0073406732. Available in Kindle edition.

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

Introduction Speech (3-5 minutes)	10%
Informative Speech with a visual aid (4-6 minutes)	10%
Persuasive Speech (5-8 minutes)	25%
Special Occasion Speech (5 minutes)	15%
Class participation and Attendance	10%
Written Assignments (outlines, HW, etc.)	15%
Quizzes	15%

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. 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.

Course Schedule

WEEK ONE

- Introduction to course
- Chapter 1 - Speaking in Public
- Chapter 2 - Ethics and Public Speaking
- Chapter 3 – Listening
- Creating Rubrics
- Sample Speech 1
- Chapter 4 - Giving Your First Speech
- Chapter 15 – Speaking to inform
- Quiz on Section 1

WEEK TWO

- Speeches of Introduction
- Chapter 5 - Selecting a Topic and a Purpose
- Chapter 6 - Analyzing the Audience
- Chapter 7 - Gathering Materials
- Chapter 8 - Supporting Your Ideas
- Sample Speech 2
- Chapter 9 - Organizing the Body of the Speech

- Chapter 10 – Beginning and Ending the Speech
- Chapter 16 – Speaking to Persuade
- Quiz 2

WEEK THREE

- Chapter 17 – Methods of Persuasion
- Workshop for Persuasion Speech
- Chapter 11 – Outlining the Speech
- Sample Speech 3
- Persuasion Speeches (Day 1)
- Hand in Outline of Speech
- Review of Feedback with Rubrics
- Chapter 12 – Using Language
- Speeches on Persuasion (Day 2)

WEEK FOUR

- Hand in Outline of Speech
- Sample Speech 4
- Quiz 3
- Chapter 13 – Delivery
- Chapter 18 – Speaking on Special Occasions
- Workshop for Speaking on Special Occasions
- Outline development
- Sample Speech 5

WEEK FIVE

- Speeches of Special Occasion (Day 1)
- Hand in Outline
- Chapter 14 – Using Visual Aids
- Chapter 19 - Speaking in Small Groups
- Speeches of Special Occasion (Day 2)
- Hand in Outline
- Quiz 4

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.