

ENG1154 Effective Presentations, Intro.

Course Syllabus

COURSE REQUIREMENTS

Effective Presentations, Intro. is an introductory course. All students are eligible to take this course. This course is a prerequisite for Effective Presentations II.

COURSE DESCRIPTION

In today's fast-paced and tech savvy world, the ability to articulate and present ideas, arguments and positions in face to face context remains a vital skill. Although opportunities to develop these presentation skills can be limited, this course will provide the learning necessary to be a confident and persuasive public speaker.

This course will instruct you with construction and transmission of various speeches including informative and persuasive speeches. You will research, outline and develop speeches. The course aims to diminish your apprehension in public presentations, emphasize preparation and enhance public speaking skills. The importance of listening and paying attention is researched. Informal settings that you may be called upon to make a public speech are also an area of study.

LEARNING OBJECTIVES

The student will understand the process of developing and delivering a public presentation. A grasp of what it takes to present yourself professionally will be mastered. An emphasis on the art of listening will be discussed. A look into areas where you will need the skills to present yourself publicly, even in informal settings, will be considered. By the end of the course all students should:

- Become cognizant of personal habits in their speech
- Refine posture, diction, and other mechanics of speech
- Expand speech preparation and presentation techniques
- Promote audience awareness and self-awareness
- Refine poise
- Bolster self-confidence
- Research analyze and organize appropriate subject

ATTENDANCE

Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy. Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

CLASSROOM BEHAVIOR

Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

TUTORIAL ASSISTANCE

We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: tutordept@usilacs.org.

NON-DISCRIMINATORY STATEMENT

All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at: hr@usilacs.org.

DRESS CODE

For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed modestly and respectfully. Please refer to www.merriam-webster.com/dictionary/business%20casual. NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

NETIQUETTE

- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.

- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

ADA ACCOMMODATIONS

All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge (i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

USILACS Registrar's Office
1221 Brickell Ave.
Miami, FL 33131
1-305-330-2202
registrarsoffice@usilacs.org

ACADEMIC DISHONESTY/CHEATING

We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording has to be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however, you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit www.citationmachine.net for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

REFERENCE MATERIALS

The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following.

- (2016) Exploring Public Speaking. Barbara G. Tucker and Kristin M. Barton. University System of Georgia.
- (2014) Guidelines for Preparing Effective Presentation. American Statistic Association.
- (2009) How to Give an Effective Presentation? Meeting Tomorrow.
- (2014) Make Body Language Your Stanford Graduate School of Business.

(2013) How to Do a Presentation? - 5 Steps to a Killer Opener. Rule The Room Public Speaking.

MINIMUM REQUIRED SUPPLIES

All students will need all of the following:

- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.
- Internet
- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

GRADING SYSTEM

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a “D” in order to pass the class.

ASSIGNMENTS

Wedding Speech-

Prepare a speech that would be appropriate to give at a family member’s wedding reception. This speech should be at least 3 minutes in length.

Job Interview-

You and another classmate are going to take turns interviewing each other. One of the composed questions should be: Tell me about yourself. Each interview should be no longer than 5 minutes. You can come up with other questions to fill in the time.

Graduation Speech-

You must prepare a speech for a graduation. This speech should be at least 5 minutes in length. This speech must also contain at least one presentation aid.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework Why We Need Organization in Speeches? 6.1
Week 2	Patterns of organization 6.2
Week 3	Connective Statements 6.3
Week 4	Making an outline 6.4 <i>Wedding Speech due</i>
Week 5	Video review and Exam
Week 6	Supporting Materials-Why Needed? 7.1
Week 7	Types of Supporting Materials 7.2
Week 8	Introductions 8.2 Conclusions 8.4 <i>Job Interview due</i>
Week 9	Video review and Exam
Week 10	Functions of Presentation Aids 9.2
Week 11	Types of Presentation aids 9.3
Week 12	Standards for Language in Public Speaking 10.2 Develop your Ability to Use Effective Language 10.3 <i>Graduation Speech due</i>
Week 13	Video review and Final exam