

ENG2154 Effective Presentations II

Course Syllabus

COURSE REQUIREMENTS

Effective Presentations II is an advanced course. Students taking this course must have already taken EDU1154 Effective Presentations, Intro.

COURSE DESCRIPTION

This course will bolster confidence and help the student to become less anxious when speaking publicly by engaging them in an environment where they will get many opportunities to practice. Students will speak in many various formats- extemporaneously, job interviewing, leading the discussion, and making a large presentation. Many facets that are essential to great presentations will be investigated, such as: developing the main point effectively, speaking with clarity, honing delivery skills, and ways to occupy the audience's attention.

You will be better qualified for situations which will require public speaking. An exercise in how to manage research on your material and honing in on the most pertinent points will aid in preparation. To be an efficient public speaker, you also need to be an accomplished listener. You will augment your critical listening skills. Wisdom will be reaped by you as to the tactics that work for you and those that work in opposition to you as a speaker.

LEARNING OBJECTIVES

This is a performance course. The intent of the course is to coach the student on the preparation and delivery of an array of speech forms. The course will accentuate speech preparation, delivery, and becoming adept at evaluating their own speech as well as those of others. This should all encourage the student to feel more confident in the transmission of the speech. By the end of the course, all students should:

- Have a perception of personal speech habits and characteristics
- Promote posture, voice, diction, and other mechanics of speech
- Expand preparation and presentation techniques
- Recognize that audience awareness is vital
- Monitor themselves throughout the delivery of the presentation
- Be proficient at delivering various forms of speeches
- Bolster poise and self-confidence

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) Stand up, Speak out: The Practice and Ethics of Public Speaking.
- (2014) Guidelines for Preparing Effective Presentation. American Statistic Association.
- 16 Rhetorical Devices That Will Make You Sound Like Steve Jobs.
- (2009) How to Give an Effective Presentation? Meeting Tomorrow.

How to Use Body Language During a Presentation. EtonX Limited.
(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

Speech of Introduction-

Find another classmate and interview him/her. (This classmate will do the same to you.)
Create a PowerPoint presentation. Use extemporaneous delivery. You may include likes/dislikes, hobbies, family, career goals, etc. You should not read from your slides. You must include at least one image in your presentation. It is your job through this assignment to introduce the class to the person you interview. Minimum of 5 slides. This presentation should be no longer than 5 minutes in length.

Video Discussion Presentation-

View a speech performed on any video library collection, i.e. TED.com, americarhetoric.com, c-span.com, historychannel.com, Youtube, etc. It can not be a speech from a tv show or a movie. Provide brief background information on the speech, as necessary. Show a video clip of it. Lead a discussion of the speaking elements advanced by the speech. This is not you telling what you think. Ask-What do we see in the speech? This is a real examination of how the person did as a speaker. This is a speech. Prepare it as one. Cite at least one source in your speech. This should last 5-7 minutes.

High Pressure Sales Pitch-

Develop a product or find a product to sell. This should be like a “Shark Tank” presentation. You want the people to buy into your idea. Present a video of you performing your sales pitch. This should be no longer than 10 minutes. Include why we need this product, what it can do to enhance lives. Marketing techniques and production costs should be included.

WEEKLY ASSIGNMENTS

| | |
|----------------|--|
| Week 1 | Overview of course and coursework Finding a Purpose and Selecting a Topic |
| Week 2 | Researching Your Speech |
| Week 3 | Introductions Matter: How to Begin a Speech |
| Week 4 | Concluding with Power <i>Speech of Introduction due</i> |
| Week 5 | <i>Video review and Exam</i> |
| Week 6 | The Importance of Listening |
| Week 7 | Audience Analysis |
| Week 8 | The Importance of Language <i>Video Discussion Presentation due</i> |
| Week 9 | <i>Video review and Exam</i> |
| Week 10 | Outlining |
| Week 11 | Delivering the Speech |
| Week 12 | Presentation Aids: Design and Usage <i>High Pressure Sales Pitch due</i> |
| Week 13 | <i>Video review and Final exam</i> |