

ENG1430 Public Speaking

Course Syllabus

COURSE REQUIREMENTS

Public Speaking is an introductory class. Any student may enroll in this course.

COURSE DESCRIPTION

This is an introductory course in public speaking. Students will be prepared to make a public presentation, whether in class or elsewhere upon completion of the course. The student will become adept at constructing a speech. Students will learn the various components of a speech including the introduction, body and conclusion. The student will also discover how to analyze his/her audience and how to research information for the speech.

This course will avail you the opportunity to hone skills in delivering presentations orally. Critical listening is important in many areas of life professionally and personally; this course will assist in that regard. The mechanics of speech preparation will be analyzed and then put into practice, as you will be expected to deliver a well-developed speech. Speaking clearly and confidently in public may be a daunting concept, however, it is a skill that will be valuable far into your future. You will receive feedback so that you can improve as a speaker and discover what methods work well for you as well as those you may need to develop.

LEARNING OBJECTIVES

The class will familiarize the student with the components of a speech. Speech construction including coming up with a topic, research for the body of the talk and contemplating the configuration of the audience will be examined. The relevance of a captivating introduction and a motivating conclusion will also be covered. The course aims to reduce anxiety associated with public speaking and augment the performance of the student when delivering the speech. By the end of the course all students should:

- Develop speech formation techniques
- Recognize why audience assessment and perception is imperative when delivering and preparing speeches
- Foster good listening skills
- Learn techniques to curtail apprehension
- Cultivate self-confidence and poise
- Boost research skills in order to expand the frame of your speech
- Be able to assist others by giving practical feedback on their presentations

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.
- (2016) Stand Up, Speak Out: The Practice and Ethics of Public Speaking. University of Minnesota Libraries Publishing.
- (2012) Your Body Language Shapes Who You Are. Amy Cuddy, TED Global

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.

SPEECH PROCEDURES

- The day you are scheduled to deliver your speech, you must bring an outline to class. This outline must be typed and contain full sentences. A bibliography should also be included, if necessary.
- You can use index cards for your presentation. It is better that you use these as quick reminders and not rely too heavily on them. You will be able to have better audience contact if you are not reliant on them.
- Your classmates will be encouraged to pose questions to you about your speech upon completion. You should be prepared to reply to them.
- Classmates will also be critiquing the speeches presented by fellow students. Keep in mind that commentaries are not all negative. Try to find some positive aspects of the presentations.

- As an audience member, remember to be courteous. It is very distracting and disheartening to the presenter to witness others whispering, snapping bubble gum, looking through their bags, etc.
- Many are unnerved by the prospect of speaking in front of a group. Relax! It is the goal of this class to develop your public speaking skills progressively. Try to remain positive about this course, it will help.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework What is Public Speaking? And Overcoming Anxiety
Week 2	Process of public speaking and getting started
Week 3	Audience analysis
Week 4	Demographic and Psychographic characteristics <i>Impromptu speeches</i>
Week 5	Video review and Exam
Week 6	Plagiarism Subject for speech due
Week 7	Developing topics for your speech Finding a Purpose
Week 8	<i>Delivering a How-to Speech</i>
Week 9	Video review and Exam
Week 10	Research
Week 11	Introductions and Conclusions
Week 12	<i>Delivering speech</i>
Week 13	Video review and Final exam