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ENG 340-003: Oral Presentation

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English 340 - Oral Presentation (Prerequisites: HUM 102, HUM 211, HUM 212 and Hist 213 or their equivalents): Instruction and practice in effective presentation. Students deliver a wide range of presentation adapted to the needs of a variety of audiences. Topics include voice and diction, presentation organization, effective use of visual aids, reporting technical material and audience analysis.

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Eng. 340 Oral Presentations Syllabus

Course Goals:

In this course you will learn to:

* Speak in front of an audience
* Voice control - pitch - volume
* Articulation
* Body movement
* Time control
* Audience attention

* Speech organization
* Audience recognition
* First 7 Seven Seconds

Class Rules

* Attendance is required and graded as a test score 0-1 absences = 20; 2 absences 18;
* 3 absences = 17; 4 absence = 16; 5 absence = 15; 6 absence = 14: 7 or more absences = 0
* Absences may be excused with a medical note from a doctor.
* Preparedness, failure to give a speech/presentation when due is equal a failing test grade.
* No book will be used for this class however, it is encouraged to join Toastmasters of NJIT part of Toastmasters International and receive their manuals.

Overall Assignment Description: One problem or central theme for all speeches.

* Ice Breaker/Autobiographical Introduction
* Organize Your Speech/Research
* Your Body Speaks-Vocal Variety/Audience Feedback
* Comfortable with Visual Aids
* Persuade and Inspire Your audience.

Speeches/Presentations

You are use a single problem within you field of interest as the theme for all your speeches. Your goal, objective is present a problem in four stages, the problem and why it is a problem, what has been done to solve the problem and to persuade someone to help you solve the problem.
This method will be effective in any form where an audience of one or more is involved. Students will also be responsible for mastering skills of evaluating a presentation.

**Tips for Presentations:**

* Clues for overcoming fear will be given during class so be present.
* Dress for success when presenting.
* Facial and body posture makes a difference.
* When using PowerPoint use images.
* Use emotional words.
* Tell stories.
* A presentation is a dialogue - read the audience feedback.
* You can only speak about something you know.
* Practice makes perfect.

**Assignment Due Dates:**

* Appointments for all five presentations must be made before one week before the semester ends.
* Each presentation will have a set of requirements provided in class, and in the Toastmaster Club manual.
* All five presentations have a maximum grade of 20 points.

**Grading:**

A = 91 - 100  B+ = 86 - 90  B = 80 - 85  C+ = 75 - 79  C = 70 - 75  D = 65 - 69  F = 0 - 64