Fall 2018

ENG 340-011: Oral Presentation

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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 a audience of one or more is involved. Students will also be responsible mastering skills of evaluating a presentation.

**Tips for Presentations:**

* Clues for over coming fear with 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 feed back
* You can only speak about something you know
* Practice makes perfect.

**Assignment Due Dates:**

* Appointments for all five presentation must be made before one week before semester ends.
* Each presentation with have a set of requirements provided in class, and in a Toastmaster Club manual.
* All five presentation 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