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ENG 340-009: Oral Presentation

Nina Pardi

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NEW JERSEY INSTITUTE OF TECHNOLOGY
ENG 340— Oral Presentations
Fall 2020

Monday/Wednesdays   Nina L. Pardi
007 12:30-1:50: 009 11:00-12:20   973.596.6332
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Textbook: Necessary readings will be posted.

Course Goals: Skill in presentations, using the workplace as a basis for lessons.
Students will improve oral abilities, including grammar, pronunciation, and presentation
skills, using digital technology.

Specific Goals: On the completion of the course student will be able to do the following:
Content:

1-To develop skills in developing, shaping, and organizing content
specifically for oral presentations;

2- To plan and prepare speeches that inform, persuade, by analyzing the
purpose of the speech;

3- To use presentation aids to enhance speeches;

4- To conduct meaningful research;

5- To analyze the audience and design speeches to reflect analysis;

6- To understand the communication process.

7. To create a professional online presence:

8. Communicate in small and large online groups

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Non-Verbal:

1-To strengthen awareness of and use of Non-verbal elements in oral
presentations.

2- To improve posture; stance, gestures, movements, facial expression

Self-assessment:

To strengthen skills in self-assessment and assessment of others' oral
presentations by watching self, watching others, critiquing in writing,
critiquing in private, re-presenting, memorization.

Evaluation:		
	Major Oral Presentations:	50%
	Mini presentations	25%
	Quizzes, Classwork, Audio files	15%
	Class Participation	10%

Tips for Speaking in Public

1.   Project your voice. Hold your chin parallel to the floor, and speak to the people in the back of the room as well as in the front. Do not shout.

2.   Maintain eye contact. Look at the eyes of **everyone** in the room, just as though you were speaking to that one person. **Do not turn your back** to the audience. Do not speak to the blackboard or the projector screen. **Do not read** from notes.

3.   Speak slowly. If your accent interferes with intelligibility**, slowing your rate** will improve comprehension.

Tips for Using PowerPoint

The purpose of the slides is to help your audience understand your presentation by giving **key words or diagrams**. Slides need to be interesting, clear, and **easy to read**.

1.   Write no more than **6 lines** of text, and no more than **6 words** per line, per slide.

2.   Use a font of 24-point as the smallest.

3.   Use the full screen. Do not crowd the text at the top of the slide.

4.   Plan no more than 3 slides per minute.

5.   **Do not read** the slides aloud, but rather talk about each item.

6.   **Do not look turn your back to the audience**. Refer instead to your computer screen in front of you.

Rules for Preparing Audio Files

In addition to preparing presentations for each class period, your homework also entails recording and sending 2 audio files to me for review and comment:

Audio file 1 due week 7: Record a self-critique of your presentations so far in the class Tell me:
1. What you did well in some or all of your presentations to date.
2. What you have learned about yourself and your presentation skills,
3. What you would still like to improve,
4.   How you intend to work on improving your presentations in the future..

1. State your name, major field at the **beginning** of the recording.
2. **Label** each file with your name and whether it is file 1 or 2.
3. **Write** down what you want to say.
4. **Practice** each reading before starting to record.
5. Send each audio file to pardi@njit.edu.
6. Complete and send each audio file during the week it is due. You will benefit from my comments before making the next file.

Audio file II due week 14. Record another self-critique of your presentations.