

Spring 2021

ENG 340-012: Oral Presentation

Nina Pardi

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NEW JERSEY INSTITUTE OF TECHNOLOGY
ENG 340—012 Oral Presentations
Spring 2021

Monday/Wednesdays
7:30-8:50:
pardi@njit.edu

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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

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

Academic Integrity

Any **plagiarism** (presenting another's writing as your own) will be referred to the Dean for further action. Be very careful to do all your own work. The university has a clear policy on plagiarism: "A student who fails a course due to academic integrity violations will be assigned a grade of "XF" in that course and placed on probation for a period to be determined by the sanctioning authority."

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,	15%
	Class Participation	10%

The following will be taken into consideration as class work and class participation:

1. Number of absences. 2. Number of assignments posted late. 3. Completion of 3 impromptu presentations. 4. Prompt completion of 2 peer reviews. 5. Finally whether or not I detected that just your name was there, but you were not in class.

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.

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Course Schedule (subject to minor changes)

Mondays

Wednesdays

Date	Assignment Due	Class Activity	Date	Assignment Due	Class Activity
			1/20		Discussion of class rules; Introductions, Video of the day
1/25		Introduce Jobs Presentation; individual introductions; small groups	1/27	Jobs Presentation Brainstorming (5%)	Lecture on Presentation Conventions; Jobs Presentation brainstorming
2/1		Sample Jobs Presentation; assign dates for Full Presentation; finish any missed brainstorming	2/3	Jobs Media Integration	Start Jobs Presentation Media Integration, online. Expect technical difficulties.
2/8		Finish Media Integration; small groups	2/10	Interview video	Class Discussion on Online Learning
2/15	Jobs, Full Presentation	Jobs Presentations as assigned, 4 per class	2/17		Show Sample Review PPT Continue Presentations
2/22		Continue Presentations	2/24		Continue Presentations
3/1	Review PPT (15%)	Review Presentations	3/3	Peer Review of Reviews	Review Presentations
3/8	Online: Video Interviews (15%)	Watch & critique sample Video Interviews; small groups	3/10	Peer Review of Video Interviews	Watch Interview videos
Spring Break					
3/22	World View Brainstorming	WV Presentation brainstorming; small groups	3/24		Finish WV brainstorming; assign dates for Full Presentation
3/29	World View, Full Presentations (20%)	Start Full Presentations	3/31		Continue Presentations

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Mondays

Wednesdays

Date	Assignment Due	Class Activity	Date	Assignment Due	Class Activity
4/5	World View, Full Presentations (20%)	Continue Presentations	4/7		Continue Presentations
4/12		Continue Presentations	4/14	Peer Review of WV presentations	Create groups for TV News assignment; in-class discussion
4/19		Work on TV News Presentations in Class; in-class discussion	4/21		Work on TV News Group
4/26	TV News Group Presentations (20%)	TV News Group Presentations (Groups 1 & 2)	4/28		TV News Group Presentations (Groups 3 & 4)
5/3		TV News Group Presentations (Groups 5 & 6); judging			

Credit and thanks are given to Dr. Carol Johnson for help with this schedule