

Spring 2021

ENG 340-014: Oral Presentations

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Eng 340.014 Oral Presentations Spring 2021 Syllabus

Professor John Egan jegan@njit.edu Office –309 Cullimore (O) 973-596-6305
Hours: online by email appointment, and after class.

By Webex in my personal room. Please email for an appointment so that there isn't more than one student at the same time if you want to discuss your issue one on one.

Monday 10:30-11:30 Tuesday 10:30-11:30

Thursday 4:00-5:00 Friday 11:00-12:00

And by appointment; email to set up an appointment

Prerequisites: HUM 102 and one History and Humanities GER 200 level course with a grade of C or higher

Description: Instruction and practice in effective oral presentations.

Students deliver a wide range of presentations adapted to the needs of a variety of audiences. Topics include voice and diction, presentation skills, the effective use of visual aids, reporting technical material and audience analysis. This course satisfies the three credit 300 GER in History and Humanities.

Course Goals:

In this course you will learn to:

- Tolerate fear to speak in front of an audience
- Create a professional online presence
- Communicate in small and large online groups
- Use adequate volume
- Time presentations exactly
- Integrate visuals and videos

Class Rules:

- Attendance: is required and is graded: 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you are absent due to illness or other problems, email me before class.
- Preparedness: every time you are called on to give a speech and you are not ready, one point will be deducted from your score.

Assignments & Grading

All grading will be done numerically (if an assignment is worth 10%, it will receive a grade from 1 to 10) which will be added at the end of the semester.

Grades are not fully recorded in Canvas. Small assignments receive full credit after completion. The most important grades are the two full presentations and attendance.

Final Grades:

A = 92 – 100 B+ = 86 – 91 B = 80 – 85 C+ = 75 – 79 C = 70 – 74 D = 65 – 69 F = 0 – 64

Overall Presentation Hints:

- Most assignments are graded on exact timing. Use a stopwatch to practice.
- When using PowerPoint, use more images than text.
- Use a LARGE FONT (over 20 points).
- Pay attention to your voice projection online.
- Pay attention to your webcam image and background.

Overall Assignment Descriptions:

Jobs Presentation

Choose your own topic. You can discuss jobs you have had (including volunteer positions), your dream job, the job of someone you know (such as a parent, friend, or sibling) or you could report on types of jobs (best, worst, highest / lowest paying). There are three parts to this assignment: brainstorming, media integration practice (to work out technical issues) and the full, 8-10 minute presentation.

- Part 1 – Brainstorming 5%
- Part 2 – Media Integration Practice 5%
- Part 3 – Full Presentation 15%

Video Interviews

You will be given a list of difficult job interview questions. Choose two, compose your answers and then make two separate videos of yourself answering each question, approximately one minute each. Upload the videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas. It is important to submit this assignment on time for peer review.

- Part 1 – Recording Videos 10%
- Part 2 – Peer Reviews 5%

World View Presentation

Choose a topic you enjoy or are interested in and want to learn more about. The topic should be one aspect of the world around us – global, economic, political, arts, health & medicine. Your 8–12 minute

presentation will be a summary of the research you have done on the topic with your conclusions. There are two parts to this assignment and the full presentation will be done in class, online.

- Part 1 – Brainstorming 5%
- Part 2 – Full Presentation 25%

TV News Group Project

This assignment is mainly for fun and practice working in groups. Prepare a pre-recorded television newscast on real or fake news (the group will decide on the subject-matter) in groups of four or five. 3 or 4 anchors should speak, with background images and/or video. A Project Manager is responsible for managing participants and a media manager is responsible for assembling the final recording and uploading to YouTube. We will view the presentations in class and vote for the best presentation at the end.

Assignments

Assignment Name and Description Length %

Class Participation – 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you must be absent, email me before class.

Purpose: attendance is the single most important thing for all jobs, courses, social situations, and meetings. All semester 20

Jobs Presentation, Part I, Brainstorming – This is the first step in the Jobs Presentation. Think of two or three different topics you may want to do. Present the topics to the class and use their response in your decision-making process.

Purpose: brainstorming with group to choose a good topic. 1-3 min., in class 5

Jobs Presentation, Part II: Media Integration Practice – Gather some images and/or video clips that you may use. Make a short draft slide presentation with 3 or 4 slides to test the technology, especially the video. The goal is to have the slide show working and to get it to display immediately.

Purpose: practice using slides and videos in front of an audience to identify and solve technical problems. 2-3 min., in class 5

Jobs Presentation, Part III, Full Presentation – Your full presentation should be 8 to 10 minutes; you will be graded on timing. The presentation order will be assigned to you, generated from a randomized list.

Purpose: first formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing. 8–10 min., in class 15

Video Interviews (pre-recorded, online assignment) – You will be given a list of difficult job interview questions. Choose two, compose your answers and then make two separate videos of yourself answering each question, one minute each. Upload the videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas – they will be reviewed by five of your peers.

Purpose: brainstorm and practice difficult interview questions, focusing on recording voice clarity and video image. 2, 1 min. each 10

Peer Review of Video Interview Questions (online) – Listen to the answers from the five students assigned to you. Write a response regarding their volume, quality of image and the substance of their answer.

Purpose: brainstorm and practice difficult interview questions, focusing on recording voice clarity. ~20 mins. 5

World View Presentation I: Brainstorming – Choose a topic you enjoy or are interested in and want to learn more about. The topic should be on one aspect of the world around us – global, economic, political, arts, health & medicine. The first stage is presenting your ideas to the class where you will get immediate feedback.

Purpose: brainstorming with group to choose a good topic. 1-3 min. 5

World View Presentation II: Full Presentation – Your 8–12 minute presentation will be a summary of the research you have done on the topic with your conclusions. Write and practice your speech on your topic with visuals and videos. No video segment should be longer than one minute, although you can use several.

Purpose: final formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing. 8 – 12 min 25

TV News Group Presentation, Pre-recorded – Prepare a television newscast on real or fake news in groups of four or five. 3 or 4 anchors should speak 2 to 3 minutes each using background images and video. A Project Manager is responsible for managing participants and a media manager is responsible for assembling the final recording. We will vote for the best presentation at the end.

Purpose: practice working in a group, presentation, technical and creative skills. 6 – 12 min. 10

Course Schedule (subject to minor changes)

Mondays		Wednesdays		
Date	Assignment Due	Date	Assignment Due	Class Activity
1/21				Lecture on class rules; Saying & Spelling Names; small groups
1/25				Introduce Jobs Presentation; individual introductions; small groups
1/28				Jobs Presentation Brainstorming (5%) Lecture on Presentation Conventions;
2/1				Jobs Presentation brainstorming
2/3				Sample Jobs Presentation; assign dates for Full Presentation; finish any missed brainstorming technical difficulties.

2/8 Finish Media Integration; small groups

2/10 Class Discussion on Online Learning

2/15 Jobs, Full Presentation (15%) Jobs Presentations as assigned, 4 per class

2/17 Continue Presentations

2/22 Continue Presentations

2/24 Continue Presentations

3/1 Continue Presentations

3/5 Continue Presentations

3/8 Online: Video Interviews (10%) Watch & critique sample Video Interviews; small groups

3/10 Peer Review of Video Interviews (5%) Sample World View Presentation; small groups

SPRING BREAK MARCH 13 TO MARCH 20

3/22 World View Brainstorming (5%) WV Presentation brainstorming; small groups

3/24 Finish WV brainstorming; assign dates for Full Presentation

3/29 Create groups for TV News assignment; in-class discussion

3/31 Work on TV News Presentations in Class; in-class discussion

4/5 World View, Full Presentations (25%) Start Full Presentations

4/7 Continue Presentations

4/12 Continue Presentations

4/14 Continue Presentations

4/19 Continue Presentations

4/21 Continue Presentations

4/26 TV News Group Presentations (10%) 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

5/3 Our Last Class. 5/4 is a Friday Schedule Wednesday 5/5 is a Reading Day