

Fall 2021

ENG 340-H01: Oral Presentation

Carol Johnson

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English 340 H01 – Oral Presentations – Fall 2021

Tu / Th 10:00-11:20 – Culm Lect 3

Eng. 340 – Oral Presentations (*Prerequisites: HUM 102 and one History and Humanities GER 200 level course with a grade of C or higher*): 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.

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Hours: by email appointment

Eng. 340 Oral Presentations – Syllabus

--No Required Textbook--

Course Goals:

In this course you will learn to:

- ◆ Tolerate fear to speak in front of an audience
- ◆ Use adequate volume for mask wearing
- ◆ Time presentations exactly
- ◆ Integrate visuals and videos
- ◆ Create a professional online presence
- ◆ Practice communication in small and large groups
- ◆ Seamlessly share files in online groups

Assignments & Grading:

- ◆ **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.
- ◆ 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.

Final Grades:

A = 93 – 100 B+ = 86 – 92 B = 80 – 85 C+ = 75 – 79 C = 70 – 74 D = 65 – 69 F = 0 – 64

Presentation Hints:

- Most assignments are graded on exact timing. Use a stopwatch to practice.
- Mask wearing requires extra vocal projection.
- When creating slides, use more images than text and a LARGE FONT (over 20 points).

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- When online, pay attention to your webcam image and background.

Overall Assignment Descriptions:

“Place” Presentation

Choose a place you have visited or where you spend a lot of time. It can be a travelogue, a neighborhood description, your favorite mall or hiking / biking trail. Create an illustrated presentation (8-10 minutes) about this place. There are three parts to this assignment:

- **Part 1** – Brainstorming (sharing your ideas before starting) **5%**
- **Part 2** – Media Integration Practice (to work out technical issues) **5%**
- **Part 3** – Full Presentation (8-10 minutes) **15%**

Video Interviews – 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, approximately one minute each. Upload the videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas. **Note:** It is important to submit this assignment **on time** for peer review.

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

Screen Sharing in Zoom and WebEx

Sharing your screen in an online meeting is now a required skill in business meetings. We will practice doing this with Zoom and WebEx (**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 with your conclusions. There are two parts to this assignment:

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

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TV News Group Project

This assignment is mainly for practice working in groups. Prepare a television newscast on real or fake news (the group will decide on the subject-matter) in groups of four or five. Three or four Anchors will speak, a Project Manager is responsible for managing participants and the Media Manager is responsible for assembling the media. We will vote for the best presentation at the end **(10%)**.

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Assignments

Assignment Name and Description	Length	%
<p>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 <i>before</i> class.</p> <p>Purpose: being there is the prerequisite for success.</p>	All semester	20
<p>“Place” Presentation, Part I, Brainstorming – This is the first step in the Place Presentation. Think of two or three different topics you may want to do. Present the topics to the class and use their response to guide your decision-making process.</p> <p>Purpose: brainstorming with audience to choose a good topic.</p>	1-3 min., in class	5
<p>Place 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 video. The goal is to practice getting the slide show working immediately without glitches.</p> <p>Purpose: practice accessing your presentation and videos to identify and solve technical problems.</p>	2-3 min., in class	5
<p>Place Presentation, Part III, Full Presentation – Your full presentation should be 8 to 10 minutes and you will be graded mainly on timing and volume. The presentation order will be assigned to you, generated from a randomized list.</p> <p>Purpose: first formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing.</p>	8–10 min., in class	15
<p>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 <i>separate</i> 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.</p> <p>Purpose: brainstorm and practice difficult interview questions, focusing on recording voice clarity and video image.</p>	2, 1 min. each	10
<p>Peer Review of Video Interview Questions (in Canvas) – 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.</p> <p>Purpose: hear how others have done it, get more ideas for answers to the questions.</p>	~20 mins.	5
<p>World View Presentation I: Brainstorming – Choose a topic you enjoy or are interested in and want to learn more about. The first stage is presenting your ideas to the class where you will get immediate feedback.</p>	1-3 min.	5

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Purpose: brainstorming with group to choose a good topic.		
Screen Sharing in Zoom and WebEx – Find your favorite (short) movie clip, cute animal video or some music you want to share. You will share this in an online class. Purpose: practice sharing your screen on Zoom and WebEx to gain technical proficiency.	4-5 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. 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 – Prepare a television newscast on real or fake news in groups of four or five. Three or four Anchors should speak two to three minutes each, using background images and video. A Project Manager is responsible for managing participants and a Media Manager is responsible for running the videos and images. Purpose: practice working in a group, presentation, technical and creative skills.	6 – 12 min.	10

Course Schedule (subject to minor changes)

Tuesdays

Thursdays

Date	Assignment Due	Class Activity	Date	Assignment Due	Class Activity
			9/2		Lecture on Presentation Conventions; Name Exercise (say/spell names loud enough to hear through mask)
9/7		Individual introductions; introduce Place Presentation	9/9	Place Presentation Brainstorming (5%)	Finish Individual Intros; Place Presentation brainstorming
9/14	Place Media Integration (5%)	Sample Place Presentation; assign dates for Full Presentation; start Media Integration	9/16		Finish Media Integration; in-class exercise on vocal projection (movie lines)
9/21	Place, Full Presentation (15%)	Place Presentations as assigned, 4-5 per class	9/23		Continue Presentations
9/28		Continue Presentations	9/30		Continue Presentations

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10/5		Continue Presentations	10/7		Continue Presentations
10/12	Video Interviews (online, 10%)	Watch & critique sample Video Interviews (with guest teacher)	10/14	Peer Review of Video Interviews (5%)	Introduce World View Presentation; sample presentation
10/19	World View Brainstorming (5%)	WV Presentation brainstorming	10/21		Finish WV brainstorming; assign dates for Full Presentation; in-class exercise on vocal projection (poetry lines)
10/26	Screen Sharing (5%)	Zoom Class – Screen Sharing I	10/28		WebEx Class – Screen Sharing II
11/2	World View, Full Presentations (25%)	Start Full Presentations, 4-5 per class as assigned	11/4		Continue Presentations
11/9		Continue Presentations	11/11		Continue Presentations
11/16		Continue Presentations	11/18		Continue Presentations
11/23		Zoom Class; start groups for TV News Presentations	11/25	Thanksgiving Break	
11/30		Zoom Class; work on TV News Presentations	12/2	TV News Group Presentations (10%)	TV News Group Presentations (Groups 1, 2 & 3)
12/7		TV News Group Presentations (Groups 4, 5 & 6); judging	12/9		Class Party