Humanities Syllabi   NJIT Syllabi

Fall 2021

ENG 340-003: Oral Presentation

William Kramer

Recommended Citation

English 340 – Oral Presentations – Fall 2021

Fall 2021   003 – Tues / Thurs 11:30AM -12:50PM FMH 412

Eng 340 – Oral Presentations *(Prerequisites: HUM 102 and two from among HUM 211, HUM 212, HUM 212, HIST 213, HIST 214 or their equivalents)***:** 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.

LINK: for any online meetings - https://us02web.zoom.us/j/89790033828?pwd=RjhWQU43VjJRdW82Qkxnc3E1MUlEQT09

Prof Will Kramer   **Office: 316 Cullimore**
wkramer@njit.edu   **Office Hours – Tue-Thu 1:00-1:30**
                                                                              and by email appointment

Eng. 340 Oral Presentations Syllabus

Course Goals:

In this course you will learn to:
- Speak in front of an audience
- Use adequate volume
- Time presentations exactly
- Create a professional online appearance
- Keep your audience's attention
- Communicate in small and large groups
- Integrate visuals and videos

Textbook:
   No Text is Required – all necessary materials will be provided via Canvas

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 explaining the situation.
Attendance is important because we need **audiences** and audience feedback.
- **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. For instance, if an assignment is worth 10%, it will receive a grade from 1 to 10. Some grades receive full credit simply for completion. Grades will be added at the end of the semester for the final grade.

Final Grades:

A = 91 – 100   B+ = 86 – 90   B = 80 – 85   C+ = 75 – 79   C = 70 – 74   D = 65 – 69   F = 0 – 64

Statement on Academic Integrity

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at:

http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. ***Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university.*** If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at *dos@njit.edu*

Hints for Presentations:

- Research has shown that even though *we fear oral presentations more than death*, the fear is frequently not visible.
- When making slides, use images rather than text.
- When using slides, choose a font large enough to see from the back of the room (usually over 20 pts).
- If you have a soft voice, you must practice projecting, which will feel like shouting.
- You will control *timing* by *practicing*. Practice is essential – the more important the talk is, the more you should practice.
  Pay attention to your webcam image (ie: light and background)
- **VEGA (Voice, Eye Contact, Gestures, Attitude)**

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, meetings and group events.	All Semester	**20**
Culture Presentation – Think of a form of culture you especially love, such as a favorite food, music, clothing designer, author, movie, video game, sport, dance, art, technology. Present your culture topic to the class. **Purpose:** Practice preparing and doing a presentation in front of the class.	4-5 min.	**5**
Review Presentation Part 1, Brainstorming – This is a 3-part assignment, so choose a topic you like and want to share with others. Think of an entity, item or service to review for this presentation. Part 1 is to brainstorm with the class to choose a topic. Each student will stand in front of the room, describe the idea or ideas they have and get feedback from the class. **Purpose:** brainstorming (with group) to choose a good thing to Review.	1-3 min.	**5**
Review Presentation Part 2, Media Integration Practice – Gather images and/or videos that you may use in your presentation. Present this data to the class informally, trying to get it to display immediately.	2-3 min.	**5**

Purpose: practice accessing and managing online media in front of the class, practice dealing with technical difficulties		
Review Presentation Part 3, Full Presentation – Write and practice a 10 to 15 minute speech on your Review. Integrate the visuals and videos you have chosen. No video segment should be longer than one minute, although you can use several. After your speech, you must answer at least one question from the audience. The presentation order will be generated from a random list of numbers. **Purpose**: first formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing.	8-10 min.	**15**
Video Interviews (online assignment) – You will be given a list of difficult job interview questions. Choose two, compose your answers and then make a video of yourself answering the question. Upload the two videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas, ranked from best to worst (they will be reviewed by me and five of your peers). **Purpose**: practice video persona, job interview questions, recording voice clarity.	1-2 min (2).	**10**
Peer Review of Video Interview (PR) Listen to the answers from the five students assigned to you. Write them a detailed response in Canvas regarding their volume, quality of image, relevance of answer, etc.	20 mins online	
Jobs Presentation Part 1, Brainstorming – Like with the RP, we start with a brief brainstorming speech. You can approach the topic from any angle – describe jobs you've had, jobs your parents have had, good jobs, bad jobs, jobs as they are portrayed on TV, jobs you want, etc. In this initial one to three minute brainstorming session, present the topics that you may use and get feedback from the class. **Purpose:** brainstorming and planning with group feedback.	1-3 min	**5**
Jobs Presentation Part 2, Full Presentation–You will be graded on volume, timing, and interest. The presentation order will be generated from a random list of numbers. 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:** formal speech combining voice, video and/or other supporting elements, controlling volume, time and audience interest.	8-12 min.	**25**
TV News Group Presentation – Prepare a television newscast on real news or fake news (the group will collaborate on the subject-matter) in groups of four or five. Each newsperson should speak two to three minutes each, possibly with background images and/or videos running. A Project Manager is responsible for managing participants and reporting to me at the end. **Purpose:** practice working in a group, presentation skills, and/or dramatic skills.	6-12 min	**10**

Course Schedule (subject to change)

Date	Assignment Due	Class Activity	Date	Assignment Due	Class Activity
			2-Sep	Autobiographical Introduction	Autobiographical Introduction
7-Sep	Culture Presentation 5%	Finish Autobio Introd; start Culture Presentation	9-Sep	Culture Presentation	Culture Presentations
14-Sep	Review Presentation Part 1 Brainstorming 5%	Finish Culture Presentation Sample Review Presentation Start Brainstorming	16-Sep	RP Part 2, Media Integration 5%	Finish RP brainstorming; start RP Media Integration; assign dates for RP Part 3
21-Sep		Finish RP Media Integration; review RP dates;	23-Sep	RP Part 3, Full Presentation 15%	RP Full Presentations as randomly assigned
28-Sep		Continue Presentations	30-Sep		Continue Presentations
5-Oct		Continue Presentations	7-Oct		Continue Presentations
12-Oct		Continue Presentations, Introduce Video Interview (Online Assignment)	14-Oct	Online Video Interviews (10%)	Video Interview (Online Assignment)
19-Oct	Peer Review of Video Interviews	Continue watching Video Interviews	21-Oct	Jobs Presentation Part 1 Brainstorming 5%	Sample Presentation, Start Brainstorming
26-Oct		Finish JP Part 1; assign dates for JP Part 2	28-Oct	Create Groups for TV News Assignment	Work on TV News Presentations in Class
2-Nov		Work on TV News Presentations in Class	4-Nov	JP Part 2, Full Presentation 25%	Jobs Presentations as assigned, 5 per class
9-Nov		Continue Presentations	11-Nov		Continue Presentations
16-Nov		Continue Presentations	18-Nov		Continue Presentations
23-Nov		Work on TV News Presentations in Class	25-Nov	Thanksgiving	No Class
30-Nov	TV News Groups Presentations (10%)	TV News Groups 1&4 present	2-Dec		TV News Groups 2&5 present
7-Dec		TV News Groups 3&6 present	9-Dec	Wrap-up	