

Fall 2023

COM-312 (105-107): Oral Presentation

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Communications 312 Fall 2023

Fall 2023 Thursday 6:00 p.m.-8:50 pm.

Sep 7, 2023 - Dec 7, 2023

Faculty Memorial Hall 407

Communications 312 Oral Presentation (*Prerequisites: ENGL 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.

Adjunct Professor Nigora Raufova Office Hours: Friday 5-6 p.m. and by appointment

nr532@njit.edu

Course Goals:

What is the purpose of communication? To share information. This course is about perfecting those skills. This is key to *all* professions. It is important that you develop these skills prior to starting your professional life.

- **Speak confidently and engage an audience**
- **Communicate purposefully**
- **Use adequate volume**
- **Use effective body language**
- **Time presentations exactly**
- **Receive and implement feedback**
- **Integrate visuals and videos**
- **Communicate in small and large groups**

“Public speaking is a process of designing and delivering a message to the audience (Wrench et al., 2012). To be a good public speaker, planning and organizing the topic or material are needed. There are three types of public speaking based on the intended purpose: informative, persuasive, and entertaining (Wrench et al., 2012). The most common types of public speaking are informative. The purpose of informative speech is to share knowledge with others. It happens in the classroom, the teachers share their knowledge with the students. Persuasive speaking is how the speakers try to persuade others. The speaker must convince, motivate, and invite the audience to change or move to be better. Then entertaining speaking involves organizing some events such as presenting and accepting awards, introduction to wedding toasts, delivering eulogies at funerals, and memorial services to after-dinner speeches.” (Paradewari 2017). **You will be doing all 3 in this class.**

Textbook: not required

Class Requirements:

- **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. Absences will be excused if documentation is sent to the Dean of Students. The Dean of Students make the determination of whether extenuating circumstances exist and notify me. I do not accept nor request medical documentation.
- **Preparedness:** every time you are called on to give a speech and you are not ready, points will be deducted from your score.
- If I see your **cellphone** in use or on your desk during instructional time, I will deduct points from your grade. You may step out if you are expecting a call. It is vital that you are fully present for this class. If you have an extenuating circumstance, please speak to me.

Exams: None

Assignments and 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. Specific schedules for each assignment will be developed and discussed in class during the semester. If a scheduled presentation is missed, a makeup date will be assigned as soon as possible. Late assignments without prior approval will result in partial loss of credit.

Student Interview 5%

9/14/23 In Class Presentation 5%

Poetry Presentation 5%

Party Presentation 10%

Country Presentation 10%

In-Class Improv 5%

Mock Job Interview 10%

Self-Reflection 10%

Teach Presentations 10%

Last Day 10%

Attendance: 20%

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

Date	Presentation/ Assignments	Presentation/ Assignment Description	Length	Percentage %
Class 1: September 7th, 2023	Student Interview (To be Completed in Class)	You will be divided into pairs. Each pair will have about 15 minutes to interview the other. A list of interview questions will be provided. Then, each pair will share what they know about the other person. -Icebreakers, Questionnaire, Lecture on effective and ineffective presentations	As needed	5
Class 2: September 14th, 2023	In Class Presentations	-Mindfulness -Discuss next week's presentation -Icebreakers Debate -Poetry Presentation Mini-Lines Practice	As needed	5

Class 3: September 21 st , 2023	Poetry/Short story Presentation	A list of poems and other short works will be provided. Each student will select a poem/short work to memorize and present.	As needed	5
Class 4: September 28 th , 2023	In Class Presentations (Party Presentation)	-Collective Feedback -My Favorite Things Icebreaker -Groupwork: Party Presentations -Discuss Country Presentations	As needed	10
Class 5: October 5th, 2023 And Class 6: October 12th, 2023	Country Presentations (first half of class) Country Presentations (second half of class)	Each student will choose a country of their choice to present on. Students may choose a country they originated from, a country they visited, or one they hope to visit in the future. Students may choose to include information such as landscape, must visit sites, language, holidays, etc.	7-12 minutes	10
Class 7: October 19th, 2023		-Brief and collective feedback on Country Presentations -Icebreakers -Prepare for job interviews (videos, tips, discussions, etc.)		
Class 8:	In-Class improv	-Improv		5

October 26th, 2023		-Prepare for mock job interviews in class		
Class 9: November 2 nd , 2023 And Class 10: November 9 th , 2023	Mock Job Interviews	Students will be interviewed with common questions.	Varies	10
Class 11: November 16 th , 2023	Self-Reflections	Students will assess their areas of improvement and identify what they would like to continue to build on. Discuss Teach Presentations		10
Class 12: **Tuesday November 21, 2023 Thursday Classes Meet (no class on Nov. 23rd)	Teach Presentations	Students will select something they would like to teach the class. This can be a dish, words and phrases from their native language, and anything a student considers themselves an expert in.	10-15 minutes	10
Class 13: November 30th, 2023.	Teach Presentations (Continued)	Students will select something they would like to teach the class. This can be a dish, words and phrases from their native language, and anything a student considers	10-15 minutes	10

		themselves an expert in.		
Class 14: December 7 th , 2023	Last Day!	Students will complete surveys, engage in interactive activities, and reflect on their progress.		10

Course Schedule (subject to change)

References:

Paradewari, D. S. (2017). Investigating students’ self-efficacy of public speaking. *International Journal of Education and Research*, 5(10), 97-105.