New Jersey Institute of Technology

Digital Commons @ NJIT

Fall 2023

COM-312 (H01-H03): Oral Presentation

Risa Gorelick

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COM 312—Oral Presentations

Professor: Dr. Risa Gorelick   **Term**: Fall 2023
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Virtual Office Hours: Tuesday 11:30 AM – 12:30 PM & by appointment:
https://njit-edu.zoom.us/my/gorelick?pwd=anNKMUlVZm1lL1hzdSt4NWpYMHE1Zz09
NOTE: If you would like to meet with Dr. Gorelick for virtual office hours, please first email to confirm a time. Please come to the WebEx meeting from your NJIT account and turn your camera on.

Meeting Times:

COM 312-H01	**Tuesday/Thursday**	**10:00 – 11:20 AM**	**FMH 309**
COM 312-H03	**Tuesday/Thursday**	**1:00 –- 2:20 PM**	**FMH 411**

NOTE: This course is scheduled to meet Face-to-Face In-Person. However, if we need to meet Virtually, please use this link:
https://njit-edu.zoom.us/my/gorelick?pwd=anNKMUlVZm1lL1hzdSt4NWpYMHE1Zz09

Prerequisites:

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

Course 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:

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.

Course Objectives:

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.

Self-assessment:
1. To strengthen skills in self-assessment and assessment of others' oral presentations by watching yourself, watching others, critiquing in writing, critiquing in private, re-presenting, and memorizing.

(Information on goals taken from: http://communication.cofc.edu/syllabi/104wills-f08.pdf)

Evaluation:

Table 1: Assignment & Assessment

Assignment	Assessment
Attendance/Participation/Course Reflection/Class Discussions	10%

Major Oral Presentations
   1. Job Presentation I—Brainstorming (5%)
   2. Jobs Presentation II—Media Integration Practice (5%)
   3. Jobs Presentation III—Full Presentation (15%)
   4. Jobs Presentation IV—Peer Review (5%)
   5. Video Interviews— (video yourself answering 2 question) (15%)
   6. World View Presentation I—Brainstorming (5%)
   7. World View Presentations II—Full Presentation (15%)
   8. World View Presentation III—Peer Review (5%)
   9. Group Presentation: TV News or Podcast—Pre-recorded (10%)
	80%

Self-Reflection Video File 1 (Week 9: = 5%) Self-Reflection Video File 2 (end of semester: = 5%)	10%
Total	**100%**

Individual and Group Work Grading Scale:

Table 2: NJIT's Grading Scale:

A	B+	B	C+	C	D	F
100-90	89-87	86-80	79-77	76-70	69-60	59-0

Table 3: Dr. Gorelick's Grading Scale is the following:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
95	90	87	85	80	77	75	70	67	65	60	59-0

Required Text: *New York Times*

Register with NY Times for your FREE subscription:

REGISTER: All users must first register at NY Times Group Pass using their **NJIT email address. You MUST be on NJIT's VPN to subscribe. PREFERRED BROWSERS:** Use Chrome or Firefox.

CONNECT: Once you have a login you can connect directly to *NYTimes.com* on the web from any device.

- You may also download and use *NYTimes* apps on other devices, using this same login.
- To search the archive all the way back to 1851, you must use a browser rather than the mobile app.

EXPIRATION: Your account will expire within a year from initiation and renewal will be required through the same Group Pass URL.

Participation, Punctuality and Attendance

You must be present to win—please make every effort to attend F2F classes. All students are expected to attend all regularly scheduled classes. Attendance is critical to your success in this class. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance.

Should you or a family member whom you are caring for become ill with COVID-19 (or something else), please let the Dean of Students know and that office will inform all of your professors (dos@njit.edu). I will do my best to work with you to complete the course. I want everyone safe and healthy.

You may miss up to one week of class without penalty. Please let me know you cannot attend class prior to the class meeting. **Every subsequent unexcused absence will result in a deduction of participation points. More than 4 unexcused absences (two weeks of the course) will negatively impact your grade. More than 5 unexcused absences put students in danger of failing.**

Missing a Presentation: Presentation days are scheduled in advance, so each student is prepared. While illnesses happen, there is not a lot of wiggle-room if a student misses his/her presentation. If you are ill, please let Dr. Gorelick know as soon as possible so she can try to reschedule you with another student. Please make every effort to be ready for your scheduled presentations. Please consider helping a classmate out if you by having your work ready in advance.

See the NJIT attendance policy: http://www.njit.edu/registrar/policies/attendancepolicy.php.

Students who expect to miss classes because of religious observance must submit to their instructors a written list of dates that will be missed by the end of the second week of classes, Students are expected to make up missed work within a week.

Tips for Speaking in Public

- **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.

- **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.

- **Speak slowly**. If your accent interferes with intelligibility**, slowing your rate** will improve comprehension.

- **Watch for nervous habits**. Everyone has nervous habits. Some of us use filler words (um, you know, huh, etc.). Others may use their arms so much that it distracts your audience. Some may twist their hair or tap their feet. Try to be aware of these habits and strive to eliminate them when you present.

- **Stand up straight**. Good posture helps you project your voice and look confident.

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 at least 24-point.

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.

7. **Think of the design** of your slides. Keep in mind, if you are in a large room presenting, how would the slide look if someone is sitting in the back of the room? If you're giving a video presentation, how would this appear on someone's smartphone? Is the color scheme easy to see? Is there a mix of text and other items (graphics, graphs, photos, video, etc.)?

Rules for Preparing Video Files—10% (5% each)

In addition to preparing presentations for each class period, your second project also entails recording and sending 2 Video files to me for review and comment.

Please upload your video file to your NJIT YouTube Channel and post a link of the shareable YouTube video. We should be able to see the video in the Canvas assignment and just click on the YouTube link for it to open. I should not have to download the file to play it.

Video File 1 (due Week 9): Record a self-critique of your presentations so far in the class where you tell me:
1. What you did well in some or all your presentations to date?
2. What have you learned about yourself and your presentation skills?

3. What would you still like to improve?
4. How do you intend to work on improving your presentations in the future?

Video File II (Due Week 14). Record another self-critique of your presentations.
1. In the second half of the semester, how do you feel you have improved as a public speaker?
2. What have you learned about yourself and your presentations skills?
3. How will you prepare for future speaking opportunities after this course?
4. What is your top take-aways from this course? Feel free to list up to 3.

In your Video File I and II, please:
1. State your name and major field at the **beginning** of the recording.
2. **Label** each file with your name and whether it is File 1 or 2.
3. **Write** down what you want to say.
4. **Practice** each reading before starting to record.
5. Post to Canvas with the link. **Make sure it is a shareable link** (or Dr. Gorelick cannot watch and grade it).
6. Complete and send each audio file during the week it is due. You will benefit from my comments before making the next file.

Major Assignments COM 312

Job Presentation—25%

Choose your own topic. You can discuss jobs you have had, volunteer positions, your dream job, the job of someone you know (parent, friend, sibling). You could research and 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. The full presentation will be done in class.

- **Part 1** – Brainstorming **5%**

- **Part 2** – Media Integration Practice **5%**

- **Part 3** – Full Presentation **15%**

Video Interviews—15%

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.

World View Presentation—20%

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. 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.

- **Part 1** – Brainstorming **5%**

     o **Purpose:** brainstorming with group to choose a good topic.

- **Part 2** – Full Presentation **15%**

     o **Purpose:** final formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing.
- **Part 3** – Peer Review of classmates (part of participate grade)

Group Project: TV Newscast or Podcast on a topic of your group's choice – 10%

This assignment is mainly for fun and practice working in groups. Prepare a pre-recorded television newscast on real or fake news (t or a podcast on the topic of your group's choice; the group will decide on the subject-matter) in groups of four or five. **All participants must speak** (try to make sure that the time each person speaks is fairly even). You will critique group members to show what each individual did and if s/he fulfilled the group's expectation of the work.

- Watch some news shows to see how "experts" do it—it can nightly news, political news, sports news, or "fake" news like "The Daily Show."

- Newscast: You should have a news anchor (you can have multiple anchors like they do on sports or political news). The anchor(s) should introduce each news segment and provide background images and/or video. There should be reporters who report the news and coordinate the interviews.

- Individual members can either "act out" the news story or you can interview other people (real people or actors).
- Podcast: You should pick a topic where the group has some knowledge and can either have a host/hosts who facilitates the discussion or do a group roundtable where you discuss various aspects of the topic. You can choose a real topic or a fake topic (like a murder mystery podcast).
- While this is meant to be fun, please be aware that this is a course project, and the team should bleep out curse words (or edit them out altogether).
- Assign each person in the group a role:
    o Project Manager is responsible for managing participants.
    o Media Manager is responsible for assembling the final recording.
    o Project Editor is responsible for editing the project to show the class.
    o Multiple people can serve in the above roles. Make sure you list the group members and their roles in the credits of your newscast.
    o There may be other roles in a podcast depending on your subject matter.
- We will vote for the best presentation at the end.
- **TIME FRAME:** The news video or podcast should run between 25-35 minutes in length (after editing).
- If you use people in the project from outside of our class, you need them to sign a permission to share form so we can show them in class.

   Purpose: practice working in a group, presentation, technical and creative skills.

Accessibility Needs

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact Student Disability Services at 973-596-3420.

The Writing Center

The Writing Center is available for 45-minute individual and group online appointments with professional writing tutors beginning September 14. This resource is intended to help you improve your communication and writing skills. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. To make an appointment, please visit **https://njit.campus.eab.com/.**

NJIT University Code on Academic Integrity

The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. We expect out graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity.

The NJIT Code of Academic Integrity embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework assignments are to be completed individually unless otherwise specified. Please make sure you include a works cited list on each project to cite the material in your speech.

The Provost's Office requires this statement on all syllabi:

o *"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: NJIT Academic Integrity Code.*

o *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"

Table 4: Course Schedule (subject to change with written notification):

Week	Date Tues.	Assignment Due	Class Activity	Date Thurs.	Assignment Due	Class Activity
1	9/5		Intro to COM 312. Go over syllabus & get to know one another.	9/7		Lecture on class rules; Saying & Spelling Names; small groups
2	9/12		Introduce Jobs Presentation; individual introductions; small groups	9/14	**Jobs Presentation Brainstorming (5%)**	Lecture on Presentation Conventions; Jobs Presentation brainstorming **9/15-9/17: Happy Rosh Hashanah!**
3	9/19		Sample Jobs Presentation; assign dates for Full Presentation; finish any missed brainstorming	9/21	**Jobs Media Integration (5%)**	Start Jobs Presentation Media Integration, online. Expect technical difficulties. **9/24-9/25: Yom Kippur – may you have an easy fast.**
4	9/26		Finish Media Integration; small groups	9/28	**Jobs, Full Presentation (15%)**	**Jobs Presentations** (5 per class); Post slides by the day you present.
5	10/3			10/5		**10/9: Happy Milad un Nabi to those who celebrate**

Week	Date Tues.	Assignment Due	Class Activity	Date Thurs.	Assignment Due	Class Activity
6	10/10		**Continue Jobs Presentations** (5 per class); Post slides by the day you present.	10/12		Continue **Jobs Presentations**; Post slides by the day you present.
7	10/17		Continue **Jobs Presentations**; Post slides by the day you present.	10/19		Continue **Jobs Presentations**; Post slides by the day you present.
8	10/24	**Online: Video Interviews (10%)**	Watch & critique sample Video Interviews; small groups	10/26	**Online: Video Interviews (10%)**	Sample World View Presentation; small groups
9	10/31	**World View Brainstorming (5%)**	WV Presentation brainstorming; small groups; assign dates for Full Presentation	11/2	**Due: Video File 1-Reflection (5%)**	Create groups for TV News /Podcast assignment; **in-class group work day. Sign up for group presentations.**
10	11/7	**World View, Full Presentations (15%)**	**Start WV Presentations** Post slides by the day you present. **ELECTION DAY: VOTE if you are eligible to do so.**	11/9		**Continue WV Presentations** **Post slides by the day you present.** **11/12: Happy Dawali!** **11/13: Last day to Withdraw from Classes**
11	11/14		Continue WV Presentations Post slides by the day you present.	11/16		Continue WV Presentations Post slides by the day you present.

Week	Date Tues.	Assignment Due	Class Activity	Date Thurs.	Assignment Due	Class Activity
12	11/21	**(THURSDAY CLASSES MEET)**	Finish WV Presentations Post slides by the day you present.	11/23	**HAPPY THANKSGIVING! NO CLASS**	Work on Group Projects in class. 4/16: Happy Orthodox Easter to those who celebrate
13	11/28		Work on Group Projects in class	11/30		Work on Group Projects in class
14	12/5	**TV News Group Presentations (10%)**	**TV News Group Presentations** (Groups 1 & 2)	12/7	**Due: Video File II Self-Reflection (5%)**	**TV News Group Presentations** (Groups 3 & 4) **12/8: Happy Chanukah!**
15	12/12		**TV News Group Presentations** (Groups 5 & 6)			