

Fall 2024

COM 312-005-011-013: Oral Presentation

John Esche

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Recommended Citation

Esche, John, "COM 312-005-011-013: Oral Presentation" (2024). *Humanities Syllabi*. 864.
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COM312-005/011/013-Oral Presentation

Oral Presentation

Fall 2024 | Instructor John Esche

Overview

Class info	COM 312 312-005 – Mondays & Wednesdays from 01:00 to 02:20 pm FMH 405
Class meetings	312-011 – Mondays & Wednesdays from 11:30 to 12:50 pm FMH 405 312-013 – Mondays & Thursdays from 04:00 to 05:20 pm FMH 314
Email	eschetic@live.com
Office Hours	309 Cullimore Hall Mon. & Thu. 3:00 to 3:45 pm and by appointment
Pre-Requisites	ENGL 102 with a grade of C or higher, and one History and Humanities GER 200 level course with a grade of C or higher. This course satisfies the three-credit 300 GER in History and Humanities.

Course Description

"Oral Presentation" will focus on improving our writing, speaking, research, and citation skills in preparation for upper-class and post-collegiate standards, ie. 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.

Course goals

During this course you will:

- Speak in front of an audience
- Use adequate volume
- Time presentations exactly
- Create a professional appearance
- Keep your audience's attention
- Communicate in small and large groups
- Integrate visuals and videos

Textbooks and Readings

- *The Overnight Guide to Public Speaking* by Ed Wohlmuth (any edition)
- Additional readings and films available on the Class Google Drive file
 - <https://drive.google.com/drive/folders/18WDS8EgACZEwkIgSSh0-NkASFZphOcVj?usp=sharing>
 - [Links to an external site.](#)

Assignments and Grading

Assignments

- Weekly writing and/or speaking assignments
- Brief paper on a screened speech and historical research in MLA format

Assignment Formatting Standards

- Assignments must be submitted **IN HARD COPY** on or before the due date either in class or to my mailbox in **309** Cullimore Hall as well as digitally in Canvas.
- You need to send me an email (with your **FULL CLASS NUMBER** at the **start of the Subject Line**) letting me know what technology you have available for this class (webcam with your laptop, scanner) **in case we need to move to online meetings.**

Formal Assignments

- **Assignment 1:** Speech on Assigned topic (5 min.)
- **Assignment 2:** Job Interview presentation (3-5 min. x 2)
- **Assignment 3:** Informative Speech (5 min.)
- **Assignment 4:** The Pitch – persuade a group to adopt something (5-7 min.)
- **Assignment 5:** Team Proposal for Umbrella Debate Topic (1-3 min.)
- **Assignment 6:** Debates (16 min.)

Homework, Scheduled Quizzes, & Exams

During each week, there will be a homework assignment or paper for independent research and/or viewing. These homework assignments, group projects, class participation, and two scheduled quizzes during the session will be allotted points as noted below. **If you expect to have a problem completing an assignment or quiz by the scheduled deadline, let me know the specific reason BEFORE the deadline and I will try to work with you. ALL Quizzes and Exams** are cumulative through the material assigned for that day. The anticipated progress of the classes and the general topics and deadlines currently anticipated are indicated in the course schedule listed below.

Please Note: All assignments, readings, etc., must have been prepared prior to class meetings on due dates. Revisions of work must be accompanied, when submitted for evaluation, by all prior drafts.

Late Penalty

All assignments are to be submitted on or before the specified deadline. The standard late policy is a deduction of 5 percent per calendar day. I reserve the right to refuse any assignment submitted more than one week late and assign a grade of zero.

Quizzes

Please note: Americans in recent years have been notoriously weak in their knowledge of geography and this can harm them in the business world - **ALL my quizzes WILL have map questions!** If a place is referred to in the readings or in class discussion, FIND it on a map. You may be held responsible for locating it.

Papers

All papers (unless otherwise specified, anything prepared outside of class) are to be **college-level research papers** (unless otherwise stated): **typewritten, numbered by page, with citations to the research used in MLA format** (parenthetical citations linked to an alphabetically sorted reference page at the end – neither the reference page nor the cover page, is included in the page count) and neatly stapled together (it is highly recommended that you invest in a cheap \$1 stapler). As in the work world, presenting your ideas and work properly is essential to ensure that they are received and evaluated correctly. **Your grade will be affected by spelling errors, grammatical errors, punctuation errors, and especially by missing deadlines.** All abbreviations and acronyms should be clearly identified and consistent. Please use a standard 12-point font, double spaced to facilitate corrections and comments. **ALL WORK MUST HAVE YOUR NAME AND FULL CLASS NUMBER IN THE UPPER CORNER.**

Just to repeat a few especially important points: If you fear you may miss a deadline for work-related or emergency reasons beyond your control, explain the reason to me as soon as possible, and I may be able to work with you.

E-Mails

Be sure your **FULL Class Number** is the **FIRST** thing in the **SUBJECT LINE** on any e-mail so I will see it in my inbox. While questions are welcome, and I check my email daily, they are particularly appreciated if you open a Discussion Forum in Canvas so that the entire CLASS may be able to get you a quick answer and/or may benefit from the answer. For the quickest response to questions, **please DO NOT email through Canvas!** I can respond quickly if you email me directly at the email address listed above.

Portfolios

Every student will be required to maintain an “e-portfolio” (for your reference and later use) and a HARD COPY Portfolio of their class work and Quizzes which they will turn in with a working link to the e-portfolio by the Final class. **This portfolio will contain your class notes, clean and corrected copies of all papers, and any quizzes or exams.** Failure to turn in a working link to your e-portfolio will result in the filing of a grade of “F.”

Grade Points

A = 93-100+

B+ = 89-92

B = 83-88

C+ = 79-82

C = 70-78

D = 60-69

59 & below: Don't go there!

Basic Writing Assignment Grade Table

Research Paper & Portfolio	10%
Attendance and Research Preparation for Impromptu Speech & Debates	5%
Quizzes 1-4	10 %
6 Oral Presentations	75%

Assignment Name and Description	Length	Of 75%
Assignment 1 – Introduction/Background		
Assignment 2 – Speech on Assigned topic.	5 min.	
Assignment 3 – Informative Speech		10 & 10%
Purpose: Demonstrating effective structure using Wohlmuth points.		
Assignment 4 – Job Interview presentation. (anticipated online)	3-5 min.x 2	05%
Structure: Class divided: teams of two for online interviews & reverse		
Assignment 5 – The Pitch – you are to persuade a group to adopt something	5-7 min.	20%
Purpose: Timing, delivery & (you also present supporting material) in		

Assignment Name and Description	Length	Of 75%
addition to more effective use of Wohlmuth “hints” & previous notes.		
Assignment 5 – Team Proposal for Umbrella Debate Topic.	1-3 min.	5%
Purpose: Team preparation for the class election of topic for Assignment 6		
Assignment 6 – Debates		
Purpose: Listening and reacting to alternate proposals as a team in a competitive timed format	16 min.	20%

Tentative Course Schedule

*Please note that the below schedule is approximate and subject to change. We may move at a faster or slower pace depending on a number of factors, but you are responsible for the readings on the schedule indicated (which will be fleshed out later). I would recommend having prepared the readings at least one class in advance. EACH of the topics we will be covering bears on the others, and should be brought to bear as we progress through the semester. **DON'T FALL BEHIND!***

Class/WEEK	Chief Content	Side Notes – usually prepare prior to class
Week 1	Introduction to each other & public experience	Note Class & Example #1 on Google Drive
Sept. 3-5	<i>Logos, Ethos & Pathos</i> Major persuasion tools	Screen <i>PYGMALION</i> in Google Drive
Week 2	<i>We are how we are perceived!</i>	Find 1 GOOD and 1 BAD speech for discussion
Sept. 9-12	<i>Open discussion: Elements to HOLD attention</i>	Review Research Roadmap (link in Google Drive)
Week 3	<i>MLA, APA Citation forms & Footnotes</i>	
Sept. 16-19	<i>Wohlmuth's “Six Signals”</i>	<i>First Quiz</i>
		<i>Speech for Research Paper will be Assigned Today</i>

Week 4	<i>First Major Speech on Topic Assigned Week 2</i>	
Sept. 23-26	<i>See Assignment 3 below</i>	
Week 5	<i>Curriculum Vitai / Resumes</i>	<i>Provide your current format for discussion</i>
Sept. 30-Oct. 3		
Week 6	<i>Start work on Assignment 3</i>	Bring published Editorial for discussion
Oct. 7-10	<i>2nd Quiz</i>	
Week 7	<i>Second Speech (Assignment 2)</i>	
Oct. 14-17		
Week 8	<i>...continued</i>	
Oct. 21-24		
Week 9	<i>Start work on Debates (Assignment 5/6)</i>	
Oct. 28-31	<i>Third Quiz</i>	
Week 10	<i>Elections</i>	<i>Form teams for debates</i>
Nov. 4-7		
Week 11	<i>Proposals for Debate Topic (Assignment 5)</i>	<i>Researched Speech Paper due</i>
Nov. 11-14		
Week 12		<i>Out of Class team rehearsal for Debates</i>
Nov. 18-21		
Week 13	<i>Debates (Assignment 6) start</i>	THANKSGIVING
Nov. 25-28		
Week 14		
Dec. 2-5		<i>Final Quiz</i>
Week 15		
Dec 9-12	<i>Final Class</i>	
Week 16(?)		
Dec. 16-19		

FURTHER IMPORTANT POINTS TO KEEP IN MIND

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. 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>.

[Links to an external site.](#)

*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

The Writing Center at NJIT

The Writing Center is available for one-hour individual and group appointments with professional writing tutors both onsite and online. This resource is intended to help you to improve your communication and writing skills and has proven extremely helpful to many of your peers in the past. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. Students will most likely need to schedule one week in advance for appointments. For more information, please visit <https://www.njit.edu/writingcenter/>

[Links to an external site.](#) .

Class Recordings

Class sessions WILL be recorded by the instructor. These recordings shall only be used as an educational resource and are not to be distributed or used outside of this class. Information on how to access recorded lectures will be made available by your instructor in Canvas. Any recordings that contain identifiable information about students will not be used beyond this semester.

Class Recording Etiquette

Students are expected to respect their fellow students' privacy and freedom to learn without disruption. Students are not allowed to capture or reproduce anyone's name, image, or voice without permission. They must be polite and respectful in the online chat. Informal chat is okay, but typing is restricted to things that one would say out loud in front of the entire class. Students must always conduct themselves on their webcam video as they would in person in a classroom.

Office of Accessibility Resources and Services

Please contact the Office for help with accommodations. Note that in order to receive special accommodations, you must go through the Office. **If you believe you are entitled to accommodations, contact the office immediately** — I can't accommodate you retroactively at the end of the semester; this needs to be handled up front, at the start of the term, so it can be properly taken into consideration.

Office of the Dean of Students

For other concerns and assistance, please contact the Office of the Dean of Students.

Whenever I have multiple sections of a course, I have a standing invitation to all my students to sit in on other sections of the class and I post the class roster of all my sections to assist you in finding and maintaining study groups (you may have friends in other

sections and I will try to keep all sections on basically the same schedule). I ***highly*** recommend setting up study groups of three to five or more friends in all your classes to prep for Quizzes and to proof-read papers. It can make a major difference in your grades. Here are my 312 Class rosters for this semester as of August 30:

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