

Fundamentals of Public Speaking

SPCH E-100

Harvard Extension School – Spring 2020

Live web conference w/ required on-campus weekend

Tuesdays 7:20pm – 9:20pm EST

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ONLINE MEETING TIME & ON CAMPUS WEEKEND

This course meets online via Zoom from 7:20pm – 9:20pm EST on the following dates. Please note, no classes are recorded for student use. You must attend all classes listed below.

January 28th

February 4th

February 11th

February 25th

March 3th

March 10^h *

April 7nd

April 21th

May 5th

The required, on campus weekend takes place on the following dates at 1 Story St room 304. Attendance is required for the entire weekend in order to earn credit and pass the course. You cannot arrive late or leave early. If you are traveling from afar, please plan accordingly and give yourself plenty of time to accommodate our start and end times. No exceptions are granted.

March 27th 5pm-8pm

March 28th 9am-5pm

March 29st 9am-1pm

COURSE OVERVIEW

This course covers the basic principles of public speaking. Students learn how to handle nerves, organize and deliver a formal presentation, and use verbal and non-verbal communication to connect with their audience. During class, students learn to use their own communication style while adapting their message for a variety of audiences. Students present several speeches in a safe and comfortable environment. Throughout the semester lectures focus on use of language,

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narratives, vocal variation, basic techniques for public speaking, and effective methods to overcome the fear of speaking in front of a large audience or small group of people.

All written and oral assignments must be done in order to complete the course. Public speaking is a participation course - presenting, listening, observing, giving feedback, and learning from the content and delivery of others. Attendance is therefore critical.

Each recorded speech must be followed up by a self-evaluation (minimum one page double spaced). This is to be completed after watching your video and should include what you consider to be your strengths and weaknesses.

The first draft of your speech outline must be submitted before your presentation at the designated submission date, and the final, hard-copy of your outline must be submitted immediately after you deliver your speech.

Speeches & Grading Breakdown:

- Informative Speech: 15% (Speaking Outline 5% + Speech Delivery 10%)
- Persuasive Speech: 20% (Speaking Outline 5% + Speech Delivery 15%)
- Final Speech: 25% (Speaking Outline 5% + Speech Delivery 20%)
- Group Presentation: 5%
- Class Attendance: 5%
- Class Participation: 5%
- Online Discussion and Peer Evaluations: 5%
- Quizzes: 5%
- Final Exam: 15%

COURSE MATERIALS & READINGS

All course materials will be provided on the course Canvas page.

ASSIGNMENTS

The dates you will give your speeches are posted in this syllabus and the Canvas class website. **If you have a conflict with ANY of these dates, you must notify the teaching staff immediately.** More detailed information about assignments, readings, and speech requirements will be posted on the Canvas website throughout the course of the semester. If you have any trouble accessing the class website, you must inform your instructor or TA immediately.

Remember, unless there is a MAJOR health issue or emergency, you are REQUIRED to give your speech on the date assigned. If you do not, your grade will be reduced. It is important to keep to the schedule in order to fit in all the speeches. **Even though this is an online class, you are expected to attend on your assigned speech date.** We understand that work/life scheduling conflicts may arise; however, you are expected to attend every class without exception.

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Failure to get outlines, self-evaluations, quizzes, or the final exam in on time will result in a grade reduction or failure.

REQUIRED CONFERENCE MEETING

In addition to the scheduled class times, each student will be required to meet for one, 20-minute private session with the course instructor during the semester. Students will have the opportunity to sign up for a time slot that is convenient for their schedule during the first week of class.

These meetings take place either on campus or via telephone or zoom.

ATTENDANCE

This is a participatory, presentation-based class. Being present and on time is not only courteous, it is **IMPERATIVE**. **Late arrivals will count toward your overall grade.** More than two late arrivals to class will lower your final grade by one mark (e.g. from A to A-). **More than one absence will lower your final grade one mark (e.g. from A to A-).** Each additional absence will lower your grade a full letter. **Missing class on a speech day will result in a zero for that assignment.** Aside from major medical or emergency situations, excused absences must be requested in advance.

You are expected to arrive to class on time with your camera and headphones set up and ready to go. Please ensure that you give yourself enough time to trouble shoot any technical issues. Please treat the on-camera experience of Zoom as professionally as you would for a regular class (i.e. no driving, appropriate attire, no alcoholic beverages, etc.).

REQUIRED TECHNOLOGY:

All students will be required to participate during the live web conference sessions. In every online presentation, a high-quality camera and microphone makes a big difference to your audience. In preparation for the first class, please be sure that you have an adequate web camera and headset that meets the following standards:

Camera:

Most built-in camera and basic webcams will be fine. If your computer does not have a built-in camera, Harvard Extension School recommends the Logitech 930e webcam (<https://www.amazon.com/Logitech-Desktop-Laptop-Webcam-Camera/dp/B00CRJWW2G>).

Microphone:

A headset with microphone is highly recommended. Do not use the microphone that is built into a laptop or webcam. Harvard Extension School recommends the Logitech H390 USB headset with microphone (<https://www.amazon.com/Logitech-ClearChat-Comfort-Headset-Black/dp/B000UXZQ42/>).

***Please note:** The Logitech H390 headset features a 7-foot cord that will allow you to stand during any speech or presentation to the class. If you use a different headset,

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ensure that your cord is 5 feet or longer (or purchase a headphone or USB extension cable) to allow you to stand when presenting.

POLICIES

The Extension School is committed to providing an accessible academic community. The Accessibility Office offers a variety of accommodations and services to students with documented disabilities. Please visit www.extension.harvard.edu/resources-policies/resources/disability-services-accessibility for more information.

You are responsible for understanding Harvard Extension School policies on academic integrity (www.extension.harvard.edu/resources-policies/student-conduct/academic-integrity) and how to use sources responsibly. Not knowing the rules, misunderstanding the rules, running out of time, submitting "the wrong draft", or being overwhelmed with multiple demands are not acceptable excuses. There are no excuses for failure to uphold academic integrity. To support your learning about academic citation rules, please visit the Harvard Extension School Tips to Avoid Plagiarism (www.extension.harvard.edu/resources-policies/resources/tips-avoid-plagiarism), where you'll find links to the Harvard Guide to Using Sources and two, free, online 15-minute tutorials to test your knowledge of academic citation policy. The tutorials are anonymous open-learning tools.

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UNITS OF INSTRUCTION

Class 1 – January 28

- Overview of course, course work, and canvas website
- In-class exercises

Due by Class 1: Watch videos, and complete Syllabus Survey posted in Canvas Class 1 Module

Class 2 – February 4

- Overcoming nerves
- Speech patterns and outlines
- In-class exercises

Due by Class 2: Watch video, submit rough draft outline for Informative speech, read handouts and complete **quiz** posted in Canvas Class 2 Module

Class 3 – February 11

- Informative speeches delivered and recorded

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Due by Class 3: Come to class prepared to present your Informative speech in class. Further details will be posted in Canvas

First Required student individual meetings February 10-14

Class 4 – February 25

- Power of persuasion
- Narratives
- In-class exercises

Due by Class 4: Watch video, submit self-evaluation, submit peer reviews, and review handouts posted in Canvas Class Module 4

Class 5 – March 3

- Kinesics
- In-class exercises

Due by Class 5: Watch videos, complete all required assignments and **quiz** posted in Canvas

***Optional Class for Speech Buddies (Tuesday, March 10th)**

You are not required to attend this class. We will pair you up with speech buddies, and you will have the opportunity to practice and discuss your speeches for the on-campus weekend.

ON CAMPUS WEEKEND (March 27 – March 29)

- Persuasive and Final speeches delivered and recorded
- Peer review and discussion
- In-class exercises

Due by On Campus Weekend: Present speeches on assigned dates including submission of rough draft outline, speaking outline, and self-evaluations for both speeches. All dates to be listed Canvas.

Class 6 – April 7

- Using audio/visual aids/power point
- Using Language Effectively

Due by Class 6: Watch Videos and submit self-evaluations through Canvas Class module 6

Class 7 – April 21

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- Class project
- Handling Q & A

Due by Class 7: Create and deliver group presentation as posted in Canvas

Class 8 – May 5

- Review for final
- Discussion of professional tapes
- Set goals

Due by and after Class 8: Complete written **Final Exam** (3-4 page for undergraduates; 5-6 pages for graduates) comparative essay as posted in Canvas