

# **Advanced Public Speaking and Professional Presenting SPCH-120**

**Harvard Extension School - Spring 2020**

**Room: 203 Sever Hall**

**Mondays, 6-8pm**

**On Campus Course** *\*This syllabus is a draft and subject to change pending the collective progress of the class. Always refer to Canvas for the most up-to-date assignments, due dates, and course materials.*

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## **Course Description**

This course covers advanced public speaking techniques for persuasion, effective interoffice communication, and connecting with an audience. Students learn to use their own communication style while adapting their message for a variety of audiences. Students present several speeches and receive peer review. Throughout the semester lectures include a focus on the use of language, narratives, vocal variation, techniques for persuasion, and effective communication in the workplace.

## **REQUIRED CONFERENCE MEETING:**

In addition to the scheduled class times, each student will be required to meet online for a 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.

## **GRADING BREAKDOWN:**

Introductory speech: no grade

Abstract concept/voice speech: 10%

Persuasive speech: 15%

Outline for persuasive speech: 5%

Handling Q&A for persuasive speech: 5%

TED Talk Comparative Essay: 15%

Final speech: 20%

Group project speech: 5%

Attendance & class participation: 15%

Peer reviews: 5%

Final journal project: 5%

### *Graduate Students:*

-TedTalk Comparative Essay will be longer in length

-Graduate students will be the first to take part in the role of moderating weekly discussions

-Graduate students will be required to speak for at least a minute longer during the persuasive speech, and for undergraduate students the extra time will be posed as optional

-Graduate students will be held to a higher standard

## **Course Materials & Readings**

### **REQUIRED BOOK:**

Lencioni, Patrick. "The Five Dysfunctions of a Team"

Available at the COOP (<http://store.thecoop.com>) and amazon.com  
(<http://a.co/7IRvcW5>)

All further readings will be posted on the Canvas class website prior to the first week of class.

**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.

**Accessibility:**

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 <https://www.extension.harvard.edu/resources-policies/resources/disability-services-accessibility> for more information.

**Academic Integrity/Honesty**

You are responsible for understanding Harvard Extension School policies on academic integrity(<https://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 (<https://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.

**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 to request a specific date in advance. 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. We understand that work/life scheduling conflicts may arise; however, you are expected to attend every class without exception.

Failure to get outlines, self-evaluations or the essay in on time will result in a grade reduction.





## **March 16th -- Spring Break -- NO CLASS**

### **Class 7 - Monday, March 23**

1. Persuasive Speeches with Q & A
2. Discussion and analysis

*ASSIGNMENTS DUE FOR Class 7:* 1) Prepare a full 5 minute (undergraduate) 7 minute (graduate) persuasive speech and deliver to a hostile audience. These are to be presented on March 23, 30 and April 6th. Outlines are due a week prior via Canvas. You must also hand in the outline you use during your speech to the instructor immediately following your presentation. 2) Additional assignments posted on Canvas.

### **Class 8 – Monday, March 30**

1. Persuasive Speeches with Q & A
2. Discussion and analysis

*ASSIGNMENTS DUE FOR Class 8:* 1) Persuasive Speech 2) Additional assignments posted on Canvas.

### **Class 9 – Monday, April 6**

1. Persuasive Speeches with Q & A
2. Discussion and analysis

*ASSIGNMENTS DUE FOR Class 9:* 1) Persuasive Speech 2) Additional assignments posted on Canvas.

### **Class 10 – Monday, April 13**

1. Interpersonal Communication in the workplace

*ASSIGNMENTS DUE FOR Class 10:* Check Canvas for weekly assignments.

### **Class 11 – Monday, April 20**

1. Advanced public speaking tips and techniques

*ASSIGNMENTS DUE FOR Class 11:* Check Canvas for weekly assignments.

## **Class 12 - Monday, April 27**

1. Deliver Final Speeches
2. Discussion and analysis

*ASSIGNMENTS DUE FOR Class 12:* Prepare final speech 8 minutes in length. Speech may be either persuasive or informative and will be presented on April 27th & May 4th (and May 11<sup>th</sup> if needed). Rough outlines are due the week prior via Canvas. You must also hand in the outline you use during your speech to the instructor immediately following your presentation. Self-evaluations/journal entries are due no later than the Sunday after your speech delivery date.

## **Class 13 – Monday, May 4**

1. Deliver Final Speeches
2. Discussion and analysis

*ASSIGNMENTS DUE FOR Class 13:* Check Canvas for weekly assignments.

## **Class 14 – Monday, May 11**

1. Deliver Final Speeches
2. Discussion and analysis
3. Set Goals/Discussion