

# Fundamentals of Public Speaking

## SPCH S-100

### Harvard Summer School – Summer 3-week session I

June 22- July 11 | Mondays through Thursdays | 8:30 am EST-11:30 am EST

Online Web Conference Room

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### 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, 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.

### SPEECHES:

1. Introduction speech
2. Informative speech
3. Persuasive speech
4. Impromptu speech
5. Final speech

### GRADING BREAKDOWN:

- |                               |     |
|-------------------------------|-----|
| 1. Informative speech         | 15% |
| Outline                       | 5%  |
| 2. Persuasive speech          | 20% |
| Outline                       | 5%  |
| 3. Final speech               | 25% |
| Outline                       | 5%  |
| 4. Written Examination        | 15% |
| 5. Attendance & Participation | 10% |

Each videotaped 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 copy of your outline must be submitted immediately after you deliver your speech.

There will be a written, take home, final exam. (*Undergraduate-credit 3-5 pages, Graduate-credit 5-7 pages*)

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### **REQUIRED CONFERENCE MEETING:**

In addition to the scheduled class times, each student will be required to meet 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. These meetings take place either on campus, via telephone or Zoom.

### **Coursework Policies and Assignment Policies**

The Summer 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 <http://www.summer.harvard.edu/resources-policies/accessibility-services> for more information.

You are responsible for understanding Harvard Summer School policies on academic integrity (<http://www.summer.harvard.edu/policies/student-responsibilities>) 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. To support your learning about academic citation rules, please visit the Resources to Support Academic Integrity (<http://www.summer.harvard.edu/resources-policies/resources-support-academic-integrity>) where you will find links to the Harvard Guide to Using Sources (<https://usingsources.fas.harvard.edu>) 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.

### **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.

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### **UNITS OF INSTRUCTION**

#### **Monday Class 1**

June 22nd

Introductions  
Goals of the course  
Overview of course, course work, and canvas website  
Basic principles of speech communication  
General principles of communication  
Introduction speeches delivered

#### **Tuesday Class 2**

June 23rd

Overcoming nerves  
Importance of an outline  
Organization/Patterns/Flow  
Class exercise

#### **Wednesday Class 3**

June 24th

Connecting with the audience  
Non-verbal presentation skills  
Use of narratives  
Class Exercise

#### **Thursday Class 4**

June 25th

Informative speeches delivered and recorded

#### **Monday Class 5**

June 29th

Power of persuasion  
Organizational patterns of speeches  
Handling Q & A  
Impromptu speeches

#### **Tuesday Class 6**

June 30th

Review of Non-verbal presentation skills  
Work on Persuasive speeches

#### **Wednesday Class 7**

July 1st

Using language effectively  
Cultural considerations  
Using audio/visual aids/ power point

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## **SPCH S-100**

**Thursday Class 8**  
July 2nd

Persuasive speeches delivered and recorded

**Monday Class 9**  
July 6th

Discuss professional speeches

**Tuesday Class 10**  
July 7th

Final speeches delivered and recorded  
Discussion of speeches

**Wednesday Class 10**  
July. 8th

Final speeches delivered and recorded  
Discussion of speeches

**Thursday Class 11**  
July 9th

Review for final  
Discussion of professional tapes