



Guangdong University of Finance

2019 Summer Program

ENG 102 Public Speaking

Course Syllabus

Term: June 3 – July 5, 2019

Class Hours: 18:00-19:50 (Monday through Friday)

Course Code: ENG 102

Instructor: Katie Geha

Home Institution: University of Georgia

Office Hours: By appointment

Email: kgeha@uga.edu

Credit: 4

Class hours : This course will have 72 class hours, including 40 lecture hours, professor 10 office hours, 10-hour TA discussion sessions, 2-hour review sessions, 10-hour extra classes.

Course Description:

This course is an introduction to speech communication which emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety, and the use of visual aids to enhance speaker presentations. In this course students will build their communication skills as well as learn various skills for presentation in the arena of higher education. Throughout the semesters, students will engage in a variety of oral communication activities that will build on and improve their skills. Students will give speeches for different purposes, critique speech content, organization, and delivery. Students will consider the role of the audience in relationship to that of the speaker. Students will gain ability in creating compelling arguments, engaging your audience, and communicating effectively your own unique voice.



Course Objectives:

By the end of this course, students will be able to:

- Become aware of personal speech habits and characteristics. To increase your confidence.
- Improve posture, voice, diction and other mechanics of speech.
- Develop speech preparation and presentation techniques, audience awareness and self-awareness.
- Cultivate poise and self-confidence.
- Present a variety of speeches (informative, persuasive, demonstrative, special occasion, etc.)
- Analyze and critique various speech techniques, content, purpose, strengths and weaknesses.
- Develop good listening and feedback skills

Required Textbooks:

Fraleigh, Douglas M., and Joseph S. Tuten. *Speak Up! An Illustrated Guide to Public Speaking*, 4th edition. New York: Bedford St. Martin's, 2016.

Grading Breakdown:

Attendance, Participation, and Small Assignments 15%

Speech 1: 10%

Speech 2: 20%

Speech 3: 25%

Group Presentations: 30%

Grading:

90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D; and below 60% = F

Course Schedule:

Week 1: The Basics of Public Speaking Introductions, Getting Started, and Extemporaneous Speaking

In our first week, students will learn some basic skills and then give “Lightning Speeches” on randomly selected topics with little prep time, in order to get ideas and discussion flowing.

Readings:

Chapter 1, “Introducing Public Speaking”

Chapter 2, “Developing Your First Speech”

Chapter 3, Speech Ethics

Chapter 4, Listening Skills Assignments:



Assignments: Sample Speeches Unit A, Lightning Speeches

Week 2: Preparation Fundamentals

This week, students will focus on the important steps in preparing a speech. These steps include analyzing the needs of the audience, the purpose and topic of the speech, preparation of supporting materials, and conducting research.

Readings:

Chapter 5, "Audience Analysis"

Chapter 6, "Selecting Your Topic"

Chapter 7, Researching Your Speech

Chapter 8, "Using Supporting Materials for Your Speech"

Assignments: Sample Speeches Unit B, Student Speeches 1

Week 3: Organizing and Outlining

This week, we will focus on the key aspects of organizing and outlining your speech. We will focus on structure and smooth transitions between the structural elements of your speech.

Readings:

Chapter 9, "Organizing Your Speech"

Chapter 10, "Introductions and Conclusions"

Chapter 11, "Outlining Your Speech"

Assignments: Sample Speeches Unit C, Student Speeches 2

Week 4: Language and Delivery

This week, we will focus on essential elements of delivery in speech giving, including word choice, body language, and the use of visual aids. Readings:

Chapter 12, "Language and Style"

Chapter 13, "Delivering Your Speech"

Chapter 14, "Using Presentation Aids"

Assignments: Sample Speeches Unit D, Student Speeches 3

Week 5: Types of Public Speaking

In our final week, we will examine and try our hands at several different types of public speaking, and work on collaborative group presentations. Readings:

Chapter 15, "Mediated Public Speaking"

Chapter 16, "Informative Speaking"

Chapter 17, "Persuasive Speaking"

Chapter 18, "Methods of Persuasion"

Chapter 19, "Special-Occasion Speaking"

Chapter 20, "Group Communication"

Assignments: Sample Speeches Unit E, Student Group Presentations