

*Disclaimer: This is an indicative syllabus only and may be subject to changes. The final and official syllabus will be distributed by the Instructor during the first day of class.*

**The American University of Rome**  
**Communication and English Program**

*Department or degree program mission statement, student learning objectives, as appropriate*

**Course Title:** Public Speaking and Presentation  
**Course Number:** COM 203  
**Credits & hours:** 3 credits – 3 hours  
**Pre/Co-Requisites:** ENG 100 or ENG 101

**Course description**

This course analyzes and applies principles of speech structures to oral presentation. Students learn to analyze audiences, adapt messages, apply critical listening skills and practice ethical decisions in preparing public speaking. Emphasis is placed on building a positive speech environment and practicing speech presentations.

**Course Learning Objectives**

At the end of the course, students will be able to:

1. understand and demonstrate principles of public speaking
2. recognise the ethical responsibilities involved in decisions to speak
3. learn the importance of building a positive communication environment
4. analyse audiences thus to adapt topic, message and presentation.
5. learn how to select and research purposeful speech topics.
6. utilise library resources for supporting materials
7. express ideas through effective use of language in oral presentation
8. identify and practice presentation skills.
9. listen critically to oral presentations

**Course Learning Activities**

- Class sessions will include various formats: lecture, class discussion and exercises, practical speech experiences and viewing a number of recorded speeches. There will also be written assignments, and oral and written feedback from students and instructor. Moreover, students will make a total of six speeches to their classmates, each of 10 minutes' duration, variously framed as informative, pro and con, extempore, interview, persuasive and laudatory.
- Public Speaking requires an audience. Class attendance is essential to meeting the objectives of the course. I expect all students to be present and on time for every class. However, to allow for illness and other unexpected problems, one absence--and only one absence--is allowed without penalty. Each unexcused absence beyond one cut will result in a 1.5% penalty applied to your semester grade. Excuses must be valid and submitted to me in writing. I will judge their validity.

- You are expected to complete and submit all assignments on the due date. This especially applies to speech commitments. Speeches not presented when scheduled, will receive a failing grade for that assignment. Late written assignments will be penalized 5% of the grade for that assignment for each day late. Missing assignments or exams will result in a failing grade for the assignment or exam. There will be no make-up tests for scheduled exams without documented proof of illness or other valid reason for absence.

**Assessment tools**

Class participation	10%
Speech 1 (informative)	15%
Speech2 (pro and con)	15%
Speech 3 (extempore)	10%
Speech 4 (interview)	15%
Speech 5 (persuasive)	15%
Speech 6 (laudatory)	20%

Sample Syllabus

## COURSE SCHEDULE

Week	Topic
Week 1	Self-introductions; 'Getting to know you' games; Course syllabus / objectives Handouts: #1 10 Tips for Public Speaking #2, Know Your Audience; Ethos, Pathos, Logos: The Three Musketeers of Public Speaking. Class to Read: <a href="http://sixminutes.dlugan.com/ethos-pathos-logos/">http://sixminutes.dlugan.com/ethos-pathos-logos/</a> Introducing a classmate; Peer review and critique; Rowan Atkinson, Father of the Bride
Week 2	What makes a great speech? Brainstorming; Basic rules of great speechmaking; Speech1: Informative Speech (Due Week 3); appropriate tone: Paul Keating, funeral service of the Unknown Australian Soldier, 11 November 1993 (6 minutes + transcript) Handouts #3, Mary Beard / The Guardian; #4, Jay Heinrichs, Give a Great Speech; Informative Speech Guidelines JK Rowling, Harvard Commencement, 2009 (23 minutes); critique and review of speech, class discussion
Week 3	SPEECH 1: Informative
Week 4	Critique and Class Discussion of Speech 1; There goes the Fear: How to Combat Stage Fright. SPEECH 2: Pro and Con (Due Week 5) Handouts #5, Joann McAbe (PDF); Pro and Con Speech Guidelines Non-verbal communication; Improv Games.
Week 5	SPEECH 2: Pro and Con
Week 6	Critique and Class Discussion of SPEECH 2; Common Fallacies of Reasoning Common Fallacies of Reasoning; Mid-term exam guidelines. Handouts: #6, Common Fallacies of Reasoning; Speech 3: Mid-Term Exam Guidelines
Week 7	SPEECH 3: Mid-Term Exam Students to critique a famous speech of their choice
Week 8	Famous Speech SPEECH 4: Interview Speech Guidelines (Due Week 9)
Week 9	SPEECH 4: Interview
Week 10	Obama, 'Philadelphia Speech', Review and Critique; SPEECH 5: Persuasive Speech Guidelines (due Week 12) Pathos: Elie Wiesel, The Perils of Indifference vs Enoch Powell, Rivers of Blood; Martin Luther King, 'I have a dream' (1968); Robert F Kennedy, 'On the Assassination of Martin Luther King'
Week 11	SPEECH 5: Persuasive
Week 12	Review and Critique of SPEECH 5, class discussion Discuss: Guidelines for SPEECH 6, Final Exam Speech, Commemorative
Week 13	SPEECH 6: Commemorative / Laudatory
Week 14	FINAL EXAM

## ATTENDANCE POLICY

In keeping with AUR's mission to prepare students to live and work across cultures, the University places a high value on classroom experience. As a result attendance is expected in all classes and attendance records are maintained. The University's attendance policy is as follows:

1.0. Minimum Attendance Requirement: Students must attend a minimum of 70% of a course in order to be eligible to be considered for a passing grade.

### 1.1. Automatically Accepted Absences

Students will not be penalized for one absence from classes meeting once a week;  
Students will not be penalized for three absences from classes meeting twice a week;  
Students will not be penalized for four absences from classes meeting more than twice a week, as in the case of some intensive courses.

1.2. If further absences are recorded, grade penalties will be applied according to the Instructor's specific attendance policy, as stated in the syllabus, and following the institutional parameters given in the Note\* below.

1.2.1. If the Instructor does not specify an attendance policy, there will be no grade penalty other than that attached to the minimum attendance requirement, and any penalized absences recorded above the basic 70% attendance requirement for the course will be invalidated.

1.3. During Summer sessions where courses are taught more intensively over a shorter period the following applies:

- Students will not be penalized for two absences from class.

### 2.0. Tolerated Absences

Certain categories of absence will not be penalized but they will be counted as an absence (for a 3-credit course meeting twice a week). These absences are:

- The Model United Nations (MUN);
- Permit to Stay,
- SG's "Ambassador Program" (Student Government initiative)
- Religious Holidays

The American University of Rome makes all reasonable efforts to accommodate students who must be absent from classes to observe religious holidays. (Please refer to the Provost's Office list of accepted absences for religious holidays)

Not attending a class due to the observance of a religious holiday will normally not be counted as an absence.

Students who will need to miss class in order to observe religious holidays must notify their Instructors by the end of the Add/Drop period (first week of classes), and must make prior arrangements with their Instructors to make up any work missed.

2.1. The list does NOT include academic field trips because these (including arrangements for travel) must not overlap with other classes.

3.0. Cases of prolonged absences caused by an emergency or a medical condition may require students to withdraw from some or all of their courses. Under such circumstances students should first consult their academic advisors.

\*Note: No Instructor may penalize a student more than half a letter grade for each absence beyond the tolerated limit (e.g. from A- to B+).

#### Grade Point Average

A student's grade point average (GPA) is computed by multiplying the quality points achieved by the number of credits for each course. The result is then divided by the total number of credit hours taken. The Cumulative or Career Total Grade Point Average (CGPA) is the grade point average for all credit hours taken at the University and at approved study abroad programs. The GPA and CGPA are calculated by truncating after the second digit after the decimal point. Transfer credits have no effect on the CGPA at The American University of Rome.

#### Grades

Grades are posted on a secure area of the University's official website and are mailed to AUR degree students only upon written request. Grades are mailed to the various study abroad programs. Grades computed in the (GPA) reflect the following grade equivalents:

GRADE		GPA	
A	Excellent	4.00	94 – 100 points
A-		3.70	90 – 93.99 pts
B+	Very Good	3.30	87 – 89.99
B	Good	3.00	83 – 86.99
B-		2.70	80 – 82.99
C+		2.30	77 – 79.99
C	Satisfactory	2.00	73 – 76.99
C-	Less than Satisfactory	1.70	70 – 72.99
D	Poor	1.00	60 – 69.99
F	Failing	0.00	59.99 – 0
WU	Unofficial withdrawal counts as an F	0.00	
P	Applicable to development courses	0.00	
<i>Grades not computed into the grade point average are:</i>			
W	Withdrawal		
AUDIT (AU)	Only possible when the student registers for a course at the beginning of the semester as an audit student		
I	Incomplete work must be completed within the ensuing semester. Failure to do so results in automatically converting the I grade to the default grade, which is then computed into the grade point average		
P	Pass grade is applicable to courses as indicated in the catalog.		
WIP	Work in progress		