



National Taiwan University of Science and Technology

2020 Summer Program

ENG 102 Public Speaking

Course Outline

Term: July 06-August 07,2020

Class Hours: 16:00-17:50 (Monday through Friday)

Course Code: ENG 102

Instructor: TBA

Home Institution: TBA

Office Hours: TBA

Email: TBA

Credit: 4

Class Hours: According to the regulations of Minister of Education, R.O.C, 18 class hours could be counted as 1 academic credit in all universities in Taiwan. This course will have 72 class hours, including 40 lecture hours, 10 lecturer office hours, 10-hour TA discussion sessions, 2-hour review sessions, and 10-hour extra classes.

Course Overview:

Welcome to ENG102, Public Speaking! This course is designed to improve your oral presentation and public speaking skills in order to meet your academic and future career goals. These enhanced skills will help you communicate more effectively in all your undergraduate classes, and at future academic and professional conferences or any other professional milieu. Thus focus on skills and guided practice will help you become a more clear and confident communicator as you pursue your academic and professional goals.

Course Description:

This course is for students who want to build their oral communication skills and learn more about presentation norms at the higher education level. Students will participate in various kinds of oral communication activities designed for improving oral presentation skills, including presenting speeches given for different purposes, critiquing speech content, organization, and delivery, considering the requirements of academic and professional presentations, and managing presentations to abide by purpose, format, audience size, and time restrictions. Finally, we will learn to focus on awareness of and response to audience needs and expectations. Effective oral communication is all about knowing your argument, engaging your audience, and finding and establishing your own unique voice.

Learning Outcomes:

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

- analyze and critique public speeches, and identify what makes an effective speech
- give a variety of speeches ranging from informal to formal style
- identify and deliver different types of oral presentation and select which is best for a given audience or rhetorical situation
- create and handle a variety of types of visual aids and other supporting materials with clarity and confidence
 - research the art of public speaking in general, and your own topic in particular
 - demonstrate a familiarity with the variety of online resources for public speaking
 - show audience awareness by selecting the right length and type of speech, deftly handling audience questions, and showing awareness of and sensitivity to the ethics involved in speech-giving
 - begin to establish your own individual clear and confident communicative voice

Required Textbook:

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 & Evaluation:

Attendance, Participation, and Small Assignments 15%

Speech 1: 10%

Speech 2: 20%

Speech 3: 25%

Group Presentations: 30%

Grading Scale

A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	0-59

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.

Reading:

Chapter 1, “Introducing Public Speaking”

Chapter 2, “Developing Your First Speech”

Chapter 3, Speech Ethics

Chapter 4, Listening Skills

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.

Reading:

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.

Textbook 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.

Reading:

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.

Reading:

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