

Course Syllabus
Public Speaking – SPCH 1315
Summer 2018 (June 11, 2018 – Sep 01, 2018)

Instructor Information

Instructor: Vu Luyen
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Office Hours: by appointment

Course Identification

Location: Room 204, SaigonTech Tower
Class Times: Fridays, 7:30–11:45
Credit Hours: 3
Lecture Hours: 3
Total Course Contact Hours: 48
Type of Instruction: Lecture

Course Description

This course is designed to assist students in becoming better communicators. It focuses on oral communication skills, speech preparation and organization, the art of speaking, and varieties of public speaking. The course also aims at training students to be effective public speakers as it helps to develop students' confidence and responsibility in their learning process.

Course Pre-requisites:

Program Learning Outcomes (PLO)

1. Appreciate the significance of public speaking in effective verbal communication.
2. Analyze the fundamental elements of public speaking such as topic and purpose, audience, materials, language, and speech delivery.
3. Apply the appropriate type of public speaking in practical oral presentations.

Student Learning Outcomes (SLO)

1. Understand the basic concepts of public speaking.
2. Acquire strategies for audience analysis, topic selection, and speech organization.
3. Apply the use of non-verbal signals, body language, and visual aids in effective communication.
4. Improve language skills necessary for clear and proper communication.
5. Practise different types of public speaking.

Learning Objectives (LO)

- 1.1 Identify a variety of basic concepts of public speaking.
- 1.2 Acknowledge the interrelation between listening and speaking.

- 2.1 Identify what to include in an audience analysis.
- 2.2 Select topics based on the audience analysis.
- 2.3 Organize the speech relevant to its topic and suitable to its audience.

- 3.1 Apply steps of how to control stage fright.
- 3.2 Apply techniques of eye contact.
- 3.3 Apply ways of how to bring comfort to audience.
- 3.4 Apply skills of encouraging audience participation.
- 3.5 Design effective slides and use relevant visual aids.

- 4.1 Speak with correct pronunciation and stress, proper intonation, and timely pauses.
- 4.2 Apply effective writing to prepare materials for effective speech.
- 4.3 Apply body language to enhance the effectiveness of public speaking.

- 5.1 Present informative speeches.
- 5.2 Deliver persuasive speeches.

Required Course Text

1. *The Art of Public Speaking*, 11th edition, Stephen E. Lucas, McGraw-Hill, 2012.
ISBN: 978-0-07-340673-2 (for class use)
2. *A Pocket Guide to Public Speaking*, 3rd edition, Dan O'Hair et al., 2010.
ISBN: 978-0-312-55404-0 (for reference)

Course Policies

Attendance Policy

Saigon Tech policy stipulates that if a student misses 12.5% of class hours of instruction, then he/she will be dropped from the course at the instructor's discretion.

Email and Discussion policy

All personal questions or announcements for your instructor should be directed to him either in person before or after class, during an appointment meeting, or by email.

You need to check your school email before every class meeting for possible course updates.

Classroom codes of conduct

Cell phones must be set to vibrate or silent mode during class. If case of emergency, please exit the classroom to handle telephone calls.

The use of cell phones for Internet navigation and other web applications is limited to classroom assignments only.

Please do not chat, pass notes, or text messages while class is in session.

The instructor reserves the right to ask those who fail to comply with these above codes of conduct to leave the classroom without any prejudice.

Academic Dishonesty

Academic dishonesty, including but not limited to cheating and plagiarism, is a serious academic offense. Now that SaigonTech has recently circulated an official policy on academic dishonesty, students are advised and expected to strictly observe the policy.

If you have questions about cheating and/or plagiarism, ask your instructor as soon as possible. Any instance of plagiarism will earn a **zero** for the whole assignment (mid-term speechmaking, final speech presentation) and, in severe cases, result in an F for the class or more serious consequences.

To prevent plagiarism, all students will be required to cite all sources used for their speech presentation, to quote and paraphrase appropriately.

Assignments & Exams

In-class Progressive Practice

Throughout the course, each student will be given 5 (five) to 6 (six) assignments for progressive practice of public speaking. The practice aims at preparing students for their simple oral presentation in the midterm exam as well as for their full speech delivery in the final examination.

Mid-term Exam

The mid-term exam provides students with a chance to present a short talk on a selected topic. Each student will choose a topic for their public speaking, prepare the materials, and deliver the speech of three to five minutes in length. The students are encouraged to use PowerPoint slides and visual aids, if necessary, in their talk.

Final Presentation

The final exam is another chance for students to perform their public speaking skills as each of them shall carefully select a topic and deliver an eight-to-ten-minute speech on the selected topic. It is mandatory for the students to use PowerPoint slides and visual aids, if necessary, in their presentations.

Grading Scheme

| Grade | Final Score |
|--------------|--------------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

The passing grade is C.

Grading Policy

Grades will be based on the following:

| | | |
|----------------------------------|-------------------|--------------|
| Progressive Assignments | 100 points | 30 % |
| Midterm Exam (Oral presentation) | 100 points | 30 % |
| Final Exam (Oral presentation) | 100 points | 40 % |
| Total | 300 points | 100 % |

Course Schedule

| Week | Date | Topics / Assignments/ Exams | Notes on Assignments |
|-------------|---------------|--|-----------------------------|
| 1 | Jun 15 | Syllabus explanation Chapter 1 - Speaking in Public Chapter 2 - Ethics and Public Speaking | |
| 2 | Jun 22 | Chapter 3 - Listening Chapter 4 - Giving Your First Speech Progressive Assignment 1 | |
| 3 | Jun 29 | Chapter 5 - Selecting a Topic and a Purpose Chapter 6 - Analyzing the Audience | |
| 4 | Jul 06 | Chapter 9 - Organizing the Body of the Speech Chapter 10 - Beginning and Ending the Speech Progressive Assignment 2 | |
| 5 | Jul 13 | Chapter 7 - Gathering Materials Chapter 8 - Supporting Your Ideas Progressive Assignment 3 | |
| 6 | Jul 20 | Chapter 13 - Delivery Midterm Examination | |
| 7 | Jul 27 | Chapter 11 - Outlining the Speech Chapter 12 - Using Language | |
| 8 | Aug 03 | Chapter 14 - Using Visual Aids Chapter 15 - Speaking to Inform Progressive Assignment 4 | |
| 9 | Aug 10 | Chapter 15 - (cont) Chapter 16 - Speaking to Persuade | |
| 10 | Aug 17 | Chapter 16 - (cont) Chapter 17 - Methods of Persuasion Progressive Assignment 5 | |
| 11 | Aug 24 | Review for Final Exam Final Examination | |
| 12 | Aug 31 | Course review Feedback on students' performance | |

Note : To ensure the teaching and learning quality of the course, the instructor reserves the right to make necessary modification to this syllabus without prior notice.