

Hudson County Community College
English 112- Master Syllabus

ENG 112

3-credits

Instructor:

Office location:

Instructor's email address:

Required Textbook: *The Essential Elements of Public Speaking*, 7th ed. by Joseph A. DeVito

ISBN 13#: 9780135709528 (paperback)

REVEL: 9780135704769

Class meeting time & day:

Course Description

In this course, students address the class in talks designed to inform (4-6 minutes), persuade (6-8 minutes), and instruct in a process (8- 10 minutes). They also learn job interview strategies and rules for group discussions. In addition to presenting a minimum of four speeches, they read a text, watch a variety of videos, and submit journals or reflection papers (1 ½ - 2 pages each) in response to assigned readings, films/ presentations, and their own speeches delivered in class.

Student Learning Outcomes

After completing this course, students will be able to do the following:

- Prepare and deliver at least four oral presentations (4- 10 minutes in length) for both academic and career/ workplace settings.
- Explain the impact of culture and gender in communication.
- Use a variety of effective supporting materials and audio-visual presentation aids such as PowerPoint® (or similar software) in their presentations.
- Research, integrate major sources of information in their presentations and learn ways to avoid plagiarism.
- Assess their effectiveness as speakers by using audience analysis.
- Identify the process of listening in public speaking and the ways to improve it
- Effectively prepare for job interviews.

This course satisfies the following National Communication Association (NCA) Learning Outcomes in Communication (LOC):

LOC# 2- Employ Communication Theories, Perspectives, Principles, and Concepts.

LOC #4- Create Messages Appropriate to the Audience, Purpose, and Context.

LOC #5- Critically Analyze Messages.

LOC #6 – Demonstrate the Ability to Accomplish Communicative Goals

LOC #7- Apply Ethical Communication Principles and Practices.

LOC #8- Utilize Communication to Embrace Differences.

Course Requirements:

- 1) Speeches:** You will have four speeches throughout the semester- three informative speeches (4-10 minutes) and one persuasive speech (6-8 minutes). Your speeches will be presented using some form of presentation slides such as Google Slides or PowerPoint etc.

- Your speech outline must be typed and double-spaced with proper MLA formatting for your references and submitted on the day of the speech. You will need to include a bibliography for the references that you used.

2) Take home assignments: You will have three to four take-home assignments. These assignments must be typed and will be posted on Canvas. You will have two weeks to complete these assignments and submit them in class.

3) Tests and Quizzes: You will have one final test and several quizzes throughout the semester. Your test and quizzes will be online via Canvas. These assessments are timed.

Your final grade will be based on the following scale:

Speeches	50%
Quizzes	20%
Take Home Assignments	15%
Final test	15%
	100%

My Grading Policy:

A= 94-100	A-= 90-93	B+= 87-89	B= 86-84	B- = 80-83
C+= 77-79	C= 74-76	C-= 70-73	D=60-69	F= Below 60

HCCC grading system: A=Outstanding(4.0); A-=Excellent(3.7); B+=Very Good(3.3); B=Good(3.0); B-=Fine(2.7); C+=Satisfactory(2.3); C=Adequate(2.0); C-=Passing(1.7); D=Poor(1.0); F=Fail(0.0); W=Withdrawal; I=Incomplete.

***Suggested weekly topics and assignments.**

Week 1: Introductions, the seven elements of public speaking, communication apprehension, etc.

Read- Chapter 1: Introducing Public Speaking.

Read- Chapter 3: Select Your Topic, Purposes, and Thesis (read assigned pages).

Read- Chapter 5: Research Your Speech (read assigned pages).

Take-home assignment #1

Week 2: Managing communication apprehension cont., basic steps for preparing and presenting a speech, avoiding plagiarism, etc.

Read- Chapter 2: Listening and Criticism (read assigned pages).

Read- Finish reading Chapter 3: Select your Topic, Purposes, and Thesis.

Read- Chapter 11: Informing Your Audience (read assigned pages).

Week 3: The listening process, topic selection, general and specific purposes, introduction to informative speeches, basic instructions for using an outline.

Read- Finish reading Chapter 2: Listening and Criticism

Read- Chapter 4: Analyze Your Audience (read assigned pages).

Week 4: Guidelines for listening, crafting a thesis statement, definition speeches, etc.

Quiz (online)

Presentation of Speeches of Definition and collection of outlines and peer feedback.

Read- Finish reading Chapter 4: Analyze Your Speech.

Read- Finish reading Chapter 5- Research Your Speech.

Week 5: Learning about your audiences, finding and evaluating sources, listening and public speaking, etc.

Presentation of Speeches Definition and collection of outlines and peer feedback.

Read- Chapter 6- Collect Supporting Materials (assigned pages).

Read_ Finish reading Chapter 11: Informing your Audience.

Take-home assignment #2

Week 6: Identifying supporting materials, listening and culture, description speeches, etc.

Read- Finish Reading Chapter 6: Collect Supporting Materials.

Read- Read Chapter 7: Using Presentation Aids

Week 7: Types of supporting materials cont., audience sociology and adaptation, using presentation aids.

Presentation of Speeches of Description and collection of outlines and peer feedback.

Read- Chapter 8: Organize Your Speech.

Week 8: Using presentation aids cont., audience psychology and adaptation, strategies for developing and organizing main points, etc.

Presentation of Speeches of Description and collection of outlines and peer feedback.

Read – Chapter 9- Word and Rehearse Your Speech.

Week 9: Strategies for building effective introductions and conclusions, demonstration speeches, wording your speech, etc.

Quiz (online)

Read- Chapter 10: Present your Speech.

Read- Chapter 12: Persuading Your Audience (assigned pages).

Take-home assignment #3

Week 10: Using culturally sensitive language, interview skills, effective vocal delivery, etc.

Presentation of Speeches of Demonstration and collection of outlines and peer feedback.

Read- Finish reading Chapter 12: Persuading your Audience.

Week 11: Interview skills cont., using effective body language, and persuasive speeches, etc.

Presentation of Speeches of Demonstration and collection of outlines and peer feedback.

Read- Chapter 13: Speaking on Special Occasions (optional).

Week 12: Persuasive speeches cont., special occasion speeches (optional).

Quiz (online)

Week 13:

Presentation of Persuasion Speeches and collection of outlines and peer feedback.

Read- Chapter 14: Speaking in Groups (optional).

Week 14 : Speaking in groups (optional)

Presentation of Persuasion Speeches and collection of outlines and peer feedback.

Take-home assignment 4

Week 15: Wrap-up & review

12/18 Final test

Updated by GR, Fall 2022

