

# Public Speaking

## September - October, 2017

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### Course description

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The 16-hour course is aimed at developing students' public speaking skills essential for presenting in global audiences. The course content focuses on the areas that might become a barrier to understanding Russian speakers' communication in English and undermine their rhetorical performance and sociocultural image. Much attention is paid to working on pronunciation and diction. By the end of the course the students will have learned how to:

- improve their accent to sound clearer
- warm up the body and voice before the presentation and use them effectively
- combat stage fright and build confidence and composure
- establish rapport with the audience
- use rhetorical figures to keep the audience interested
- work on the vocabulary to speak accurately and with impact
- handle Q&A session
- present in a team
- evaluate their performance and designate areas for self-development

### Course requirements, grading, and attendance policies

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#### *Attendance*

Regular attendance (over 12 academic hours), preparedness for each class and active in-class participation are crucial for making progress in this course. Excessive tardiness will also affect students' final grades.

#### *Home assignments*

Fulfilling home assignments is the most important prerequisite for succeeding in the course and failing to do them might fail the whole course. In case a student misses a class, s/he should inform the professor about it in advance and submit the completed assignment to the professor before the next class. Assignments, submitted after the deadline, but before the end of the course, will receive one grade lower. Later submissions are accepted only under extenuating circumstances, and only if the professor is informed about it before the due date. To make the students' performance more prominent, oral home assignments are to be checked and graded at every class. If due to different reasons (lack of time, etc.) students fail to present the oral assignment, they should videorecord it and send it to the professor by the end of the day of the class.

#### *Grading*

**The grading breakdown for each module comprises:**

Home assignments (3 oral and 3 written) 60%  
Quizzes (2) 10%  
Final presentation and speech analysis 30% (20% + 10%)

**Grade conversion table**

Grade	%
<b>5</b>	<b>&gt; 90%</b>
<b>4</b>	<b>70% - 90%</b>
<b>3</b>	<b>60% - 70%</b>
<b>2</b>	<b>&lt; 60%</b>

***Make-ups***

One make-up is allowed for the final presentation during the two weeks after the final presentation assessment only in the following circumstances:

- if a student could not submit the final presentation for extenuating reasons
- if a student has got a “2” for the final presentation

Failed or missed quizzes can be rewritten on the date provided by the professor.

**Course contents**

The overall course duration is 16 contact academic hours, starting September 5 to October 19. Students attend classes once in two weeks, and each session lasts 4 academic hours. Individual skype consultations can be provided upon a student’s request during the course.

To complete the course, students are required to prepare and videorecord a 7-minute presentation related to their professional field and submit a written analysis of a speech rhetoric.

**The themes of the course**

**Session 1: Clarity**

- *English accent and Russian accent transfer*
- *Building confidence through breathing, relaxation and articulation exercises*
- *Combatting stage fright*
- *Posture and eye contact*
- *Diction*

*Graded HA:*

- 1) *Imitate a speech paying attention to the Russian accent features and present it at the next class.*
- 2) *Underline Russian accent features in a text excerpt and submit the assignment for feedback.*

**Session 2: Voice Power**

- *Voice power*
- *Impact techniques*
- *Body language*
- *TTT principle for describing slides*
- *Audience profile*
- *Establishing rapport and credibility with the audience*
- *Effective openings*
- *Rhetorical devices for keeping the audience interested*

*Graded HA:*

- 1) *Prepare for a quiz on pronunciation*
- 2) *Analyze a speech (TBD) from the point of view of audience, structure, purpose, the main idea, and the context. Explain (in writing) how intonation and voice highlight the main idea and the context. Learn the speech and be prepared to present it in class.*

### **Session 3: Coherence**

- *Similarities and differences between spoken and written text*
- *Phrasing the central idea*
- *Determining the specific purpose*
- *Link-ups according to rhetorical modes*
- *Coherence and structure*
- *Working on the vocabulary*

*Graded HA:*

- 1) *Prepare a 2- minute speech on one of the topics (TBD)*
- 2) *Fill in the speech template and submit it for feedback*

### **Session 4: Q&A Session**

- *Answering directly, clearly and concisely*
- *Clarifying questions/comments*
- *Acknowledging, repeating or rephrasing the questions*
- *Checking for satisfaction*
- *Hedging answers*
- *Presenting in a team*
- *Assessment and Reflection*

*Final test:*

- 1) *Analyze a speech (TBD) in writing from the point of view of its structure, rhetorical devices and the intonation means that are used to fit the occasion, audience, and purpose of the speech; underline the Russian accent features that might undermine your intelligibility and performance (in writing)*
- 2) *Make up a 7-minute speech related to your professional field, videorecord it and send for the feedback.*

## **Description of course methodology**

The course will emphasize interactive teaching and learning practices that facilitate the development of both public speaking and communicative competence. Class activities will embrace presentation practice and communication tasks, while home assignments will entail work on pronunciation and presentation structure, short delivery assignments, and written tasks related to the course themes. Students will be provided with a course pack that will on the one hand, summarize the class content and on the other, serve as reference material for designing future presentations independently.

Every class is followed by an oral and written home assignments which ensure student progress through the course. The course is rounded up by a 7-minute presentation and a written speech analysis. To complete the course successfully, the students should demonstrate the skills covered during the course in both final tests. Besides the course assessment, the students will be provided with detailed final presentation feedback that will suggest ways for individual improvement.

## **Course materials**

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### **Required textbooks and materials**

1. M. Powell, *Dynamic Presentations*. Cambridge: Cambridge University Press, 2011.
2. M. Powell, *Presenting in English*. Hampshire: Cengage Learning, 2012.
3. Materials prepared by the professor.
4. [www.americanrhetoric.com](http://www.americanrhetoric.com)

### **Additional materials**

1. A. Baker, *Ship or Sheep*. Cambridge: Cambridge University Press, 2010.
2. M. Hancock, *English Pronunciation in Use*. Cambridge: Cambridge University Press, 2012.
3. M. Hewings, *English Pronunciation in Use (Advanced)*. Cambridge: Cambridge University Press, 2007.
4. J. Gilbert, *Clear Speech*. Cambridge: Cambridge University Press, 2012.
5. <http://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/22-0102030407080910>Which presentation mistakes do you

## **Academic integrity policy**

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Cheating, plagiarism, and any other violations of academic ethics at NES are not tolerated.