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| **Eng 340 – Oral Presentations** *(Prerequisites: HUM 102 and one History and Humanities GER 200 level course with a grade of C or higher)****:***Instruction and practice in effective oral presentations. Students deliver a wide range of presentations adapted to the needs of a variety of audiences. Topics include voice and diction, presentation skills, the effective use of visual aids, reporting technical material and audience analysis. This course satisfies the three credit 300 GER in History and Humanities. |

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| **Dr. Carol Siri Johnson**  cjohnson@njit.edu | **Office** –316 Cullimore  **Hours:** Tu & Th, 9 to 9:45 am & 4 to 5 pm  and *by email appointment* |

**Eng. 340 Oral Presentations – Syllabus**

**Course Goals:**

In this course you will learn to:

* Tolerate fear to speak in front of an audience
* Use adequate volume
* Time presentations exactly
* Integrate visuals and videos

**Class Rules:**

* **Attendance:** is **required** and is **graded**: 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you are absent due to illness or other problems, email me *before* class.
* **Preparedness**: every time you are called on to give a speech and you are not ready, one point will be deducted from your score.

**Assignments & Grading**

All grading will be done numerically. For instance, if an assignment is worth 10%, it will receive a grade from 1 to 10. Some grades receive full credit simply for completion. Grades are added at the end of the semester for the final grade.

**Final Grades:**

A = 92 – 100 B+ = 86 – 91 B = 80 – 85 C+ = 75 – 79 C = 70 – 74 D = 65 – 69 F = 0 – 64

**Overall Presentation Hints:**

* When using PowerPoint, use more images than text.
* Use a LARGE FONT (over 20 points).
* Most assignments are graded on exact timing. Use a stopwatch to practice.
* If you have a soft voice, you must practice projecting, which will feel like SHOUTING.
* The more you practice, the better you will be.

| **Assignment Name and Description** | **Length** | **%** |
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| **Class Participation –** 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you must be absent, email me *before* class.  **Purpose:** attendance is the single most important thing for all jobs, courses, social situations, meetings and group events. | All semester | **20** |
| **Jobs Presentation, Part I, Brainstorming** – You can discuss jobs or volunteer positions you have had, your dream job, the job of someone you know, or types of jobs (best, worst, highest / lowest paying). There are three graded parts to this presentation: 1) brainstorming, 2) media integration and 3) the full 8 to 10-minute presentation.  **Purpose:** brainstorming with the professor and class to choose a good topic. | 1-3 min. | **5** |
| **Jobs Presentation, Part II: Media Integration Practice** – Gather some images and/or videos that you may use. Present 3 or 4 slides of to the class informally, trying to get your slides, video and audio files to display immediately.  **Purpose:** practice using slides and videos in front of an audience to see and solve technical problems. | 2-3 min. | **5** |
| **Jobs Presentation, Part III, Full Presentation** – Your full presentation should be 8 to 10 minutes; you will be graded on timing. The presentation order will be assigned to you, generated from a randomized list.  **Purpose:** first formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing. | 8–10 min. | **20** |
| **Video Interviews (online assignment) –** You will be given a list of difficult job interview questions. Choose two, compose your answers and then make two videos of yourself answering each question. Upload the two videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas, ranked from best to worst (we will watch the best in class).  **Purpose:** practice video interviews, brainstorm difficult interview questions, practice recording voice clarity. | 1 min. (2) | **10** |
| **TV News Group Presentation** – Prepare a television newscast on real news or fake news (the group will decide on the subject-matter) in groups of four or five. 3 or 4 anchors should speak 2 to 3 minutes each. A media manager is responsible for making and running the background videos. A panel of judges will keep notes, confer and select the best broadcast at the end.  **Purpose:** practice working in a group, presentation and creative skills. | 6 – 12 min. | **10** |
| **World View Presentation I: Brainstorming –** Choose a topic you enjoy or are interested in and want to learn more about. The topic should be on one aspect of the world around us – global, economic, political, arts, health & medicine. The first stage is presenting your ideas to the class where you will get immediate feedback about what topic to choose.  **Purpose:** brainstorming with group to choose a good topic. | 1-3 min. | **5** |
| **World View Presentation II: Full Presentation** – Your 10 – 15 minute presentation will be a summary of the research you have done on the topic with your conclusions. Write and practice your speech on your topic with visuals and videos. No video segment should be longer than one minute, although you can use several.  **Purpose:** final formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing. | 10 – 15 min | **25** |

**Course Schedule (subject to minor changes)**

|  | **Tuesdays** | |  | **Thursdays** | |
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| **Date** | **Assignment Due** | **Class Activity** | **Date** | **Assignment Due** | **Class Activity** |
| 1/21 | Saying & Spelling Names | Saying & Spelling Names | 1/23 |  | Individual introductions introduce Jobs Presentation |
| 1/28 | Jobs Presentation Brainstorming **(5%)** | Lecture on PowerPoint conventions; start brainstorming | 1/30 |  | Finish Jobs Brainstorming; assign dates for Full Presentation |
| 2/4 | Jobs Media Integration **(5%)** | Start Jobs Presentation Media Integration | 2/6 |  | Finish Media Integration; sample Jobs Presentation |
| 2/11 | Jobs, Full Presentation **(20%)** | Jobs Presentations as assigned, 5 per class | 2/13 |  | Continue Presentations |
| 2/18 |  | Continue Presentations | 2/20 |  | Continue Presentations |
| 2/25 |  | Continue Presentations | 2/27 |  | Continue Presentations |
| 3/3 | Online Assignment: Video Interviews **(10%)** | | 3/5 | Online Assignment: Video Interviews | |
| 3/10 |  | Watch Video Interviews; create groups for TV News assignment | 3/12 |  | Assign World View Presentation; work on TV News |
| 3/17 | Spring Break | | 3/19 | Spring Break | |
| 3/24 | World View Brainstorming **(5%)** | Start WV Presentation brainstorming; work on TV News assignment | 3/26 |  | Finish WV brainstorming; assign dates for Part 2; finalize TV News assignment |
| 3/31 | TV News Groups **(10%)** | TV News Group Presentations (Groups 1, 2 & 3); review WV dates | 4/2 |  | TV News Group Presentations (Groups 4, 5 & 6); judging |
| 4/7 | World View, Full Presentations **(25%)** | WV Presentations as assigned, 4 per class | 4/9 |  | Continue Presentations |
| 4/14 |  | Continue Presentations | 4/16 |  | Continue Presentations |
| 4/21 |  | Continue Presentations | 4/23 |  | Continue Presentations |
| 4/28 |  | Continue Presentations | 4/30 |  | Continue Presentations |