



**University of International Business and Economics
International Summer School**

COM 110/ENG 120 Public Speaking

Term: October 26 - November 20, 2020

Instructor: TBD

Home Institution: TBD

Email: TBD

Class Hours: Monday through Friday, 120 minutes each day (2,400 minutes in total)

Office Hours: TBD

Discussion Session: 2 hours each week

Total Contact Hours: 64 contact hours (45 minutes each, 48 hours in total)

Location: WEB

Credit: 4 units

Course Description:

This course introduces students to the basics of public speaking, and will help them to cultivate the skills necessary to write and interpret a variety of different types of public speeches. Topics to be covered include attention getting devices, articulation and non-verbal communication, the ethics of public speaking, audience analysis (with a special emphasis on global audiences), critical thinking and logical fallacies, the use of visual aids, persuasion, and informational speeches. Class sessions will entail a mix of discussion of assigned readings from a textbook and the preparation, delivery, and revision of speeches.

Course Goals:

- To cultivate the skills needed to write and deliver public speeches
- To learn how to analyze and assess speeches given by others
- To practice speaking in English and become familiar with different English idioms and vernaculars
- To learn the differences between different occasions for speech and how to adapt speeches for different audiences and occasions

Required Textbook:

Public Speaking: The Virtual Text. <http://publicspeakingproject.org/psvirtualtext.html>

Students are expected to read all assigned readings in advance of the class session for which they are scheduled. Further, students must EITHER bring a hard copy of each day's assigned readings OR a computer that will enable them to access the assigned readings.

Grading Policy:

Two hundred total points are possible. 100 points for *daily activities and assignments* (20 days x 5 points per day), 100 for the *four major speeches* (4 speeches x 25 points per speech).

Daily activities and assignments: Students will be given 5 points for each day. To receive the 5 points, students must participate in classroom activities. “Active participation” further means: preparing for class in advance by doing the assigned reading and completing any assignments, taking notes, asking questions about the assigned reading, paying attention during the class.

Four major speeches: In addition to this component of your grade, students will give four major speeches, each worth 25 points: a persuasive speech, a toast or memorial speech, an informative speech, and a “how-to” speech. An optional final examination covering the assigned readings – worth a maximum of 20 points – will be available on the final day of the semester.

Grading Scale:

Assignments and examinations will be graded according to the following grade scale:

A	90-100	C+	72-74
A-	85-89	C	68-71
B+	82-84	C-	64-67
B	78-81	D	60-63
B-	75-77	F	below 60

Course Schedule:

WEEK 1

Monday

Getting to know each other

Explanation of expectations/procedures/syllabus

Tuesday

Reading: Introduction to Public Speaking (chapter 1)

Wednesday

Reading: Speaking to a Global Audience (chapter 14)

Activity: Brainstorming “How To” topics

Thursday

Reading: Introductions and Conclusions (chapter 9)

Activity: Attention getting devices for “How To” Speeches



Friday

Reading: Listening Effectively (chapter 4)

DUE: "How To" Speeches (25 points)

WEEK 2

Monday

Reading: Informative Speaking (chapter 15)

Activity: Brainstorming "Informative Speech" topics

Tuesday

Reading: Organizing and Outlining (chapter 8)

DUE: Informative Speech Draft

Wednesday

Reading: Supporting Your Ideas (chapter 7)

Activity: Attention getting devices for "Informative Speech"

Thursday

Reading: Critical Thinking and Reasoning (chapter 6)

DUE: Informative Speeches

Friday

Reading: Using Language Well (chapter 10)

DUE: Informative Speeches

WEEK 3

Monday

Reading: Speaking with Confidence (chapter 11)

Activity: Special Occasion Speech Brainstorming Session

Tuesday

Reading: Delivering Your Speech (chapter 12)

Activity: Famous speeches in movies

Wednesday

Reading: Special Occasion Speaking (chapter 17)

DUE: Special Occasion Speech Draft (for Group 1)

Activity: Group 1 Meeting with Professor

Thursday

DUE: Special Occasion Speech Draft (for Group 2)

Activity: Group 2 Meeting with Professor



Friday

DUE: Special Occasion Speech

WEEK 4

Monday

Reading: Persuasive Speaking (chapter 16)

Activity: Persuasive Speech Brainstorming Session

Tuesday

DUE: Persuasive Speech Draft

Activity: Group 1 Meeting

Wednesday

Activity: Group 2 Meeting

Thursday

DUE: Persuasive Speech

Friday

DUE: Persuasive Speech

Final Examinatio