



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

COM 110/ENG 120 Public Speaking

Term: October 26th – November 20th, 2020

Instructor: Jialin Mo

Home Institution: Renmin University of China

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)

Credit: 4 units

Course Description:

This course helps students learn and apply the major strategies, concepts, and principles of public speaking. Students should gain both understanding and practice in researching, preparing and delivering speeches. This course covers several of the major varieties of speeches used to address real world situations, including instructing, informing, persuading, and praising.

Course Goals:

Students should expect to gain practice and learn the following:

1. Effectively deliver speeches in a number of public forums and formats.
2. Apply the requisite techniques used to research, organize, and script a speech.
3. Perform constructive criticism of peers and public figures.
4. Speak extemporaneously and field questions on prepared topics.
5. Adapt arguments and speaking styles to different audiences.

Required Textbook:

Lucas, Stephen E. *The Art of Public Speaking*, 11th edition (McGraw- Hill, 2011) electronic textbook version. An e-textbook version of this text is available here:

<http://www.coursesmart.com/the-art-of-public-speaking-11th-edition/lucasstephen/dp/0077428218>

In addition to selections from the textbook, there are required activities assigned for homework. If there are any readings other than from your textbook, I will pass those out as hard copies to you in class or at least refer you to external resources. Reading and discussing these contribute to your participation grade.

Required Assignments:

Students will give four speeches, one presentation, and will take one final exam. In addition, students will do several informal assignments.

Grading Policy:

“How-to” Speech	10%
Speech to Praise	15%
Informative Speech	20%
Persuasive Speech	25%
In class assignments	15%
Final Exam	15%

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

Class Rules:

Instructor’s Policies for this Course

Students are expected to:

- ✓ Attend all class meetings
- ✓ Complete and hand in assignments on time
- ✓ Respect other students’ input and communicate ethically
- ✓ Make positive contributions and participate in class activities, not engage in side conversations, website browsing, or text messaging

University Policies for this Course

This university has policies for academic conduct, including those regarding plagiarism and cheating. It is your duty to know these policies and not to violate them in any way. Academic misconduct is a serious offense and can be grounds for failing this course and possible expulsion from the university.

Attendance Policy:

Summer school is very intense and to be successful, students need to attend every class. Occasionally, due to illness or other unavoidable circumstance, a student may need to miss a class. UIBE policy requires a medical certificate to be excused. Any unexcused absence may affect the student's grade. Moreover, UIBE policy is that a student who has more than 1/3 of the class in unexcused absences will fail the course.

Course Schedule:

Monday Oct 26th:

Overview of the course

Informal speeches of introduction

Assign Speech 1: "How-to" Speech, 3-4 minutes Discuss criteria for topic selection

Tuesday Oct 27th:

In class activity: delivering one-minute speech

Topic selection and narrowing Read: Lucas, The Introduction

Wednesday Oct 28th:

Introductions to speech 1 due

Workshop: introductions

In class activity: delivering one-minute

speech Discuss: Topics, thesis, organization

Thursday Oct 29th:

Main points to speech 1 due

Workshop: main points

Read: Lucas, Main Points

In class activity: practicing delivery of speech 1

Friday Oct 30th:

"How-to" Speeches Due (3-4 min) Speech Outlines Due

Review of speech evaluations, understanding criteria for evaluation

Assign Speech 2: Commemorative Speech (to praise), 3-4 minutes

Monday Nov 2nd:

Student feedback and evaluation of speeches Introductions to speech 2 due

Workshop: introductions

Read: Lucas, Commemorative Speeches

In class activity: delivering one minute speech

Tuesday Nov 3rd

Main points to speech 2 due

Workshop: main points

Read: Lucas, Supporting your ideas

Read: Lucas, Building Credibility Discuss: Audience adaptation

Wednesday Nov 4th

Draft of complete speech 2 due

Workshop: drafts of speech 2

In class activity: practicing delivery of speech 2 (and timing)

Read: Lucas, Using Language
Read: Lucas, Using Language Effectively

Thursday Nov 5th:

Speeches to Praise Due (3-4 min) Speech Outlines Due

Friday Nov 6th:

Student feedback and evaluation of speeches

Assign Speech 3: Informative Speech, 4-5 minutes Read: Lucas, Types of Informative Speeches

Read: Lucas, Guidelines for Informative Speaking

Monday Nov 9th:

Introductions to Speech 3 due Workshop: introductions

Read: Lucas, Citing Sources Orally Read: Lucas, Connectives Discuss: transitions

Tuesday Nov 10th:

First main point of speech 3 due Workshop: first main points Read: Lucas, Delivery

In-class activity: delivering one-minute speech

Wednesday Nov 11th:

Completed draft of speech 3 due Workshop transitions and conclusions

In class activity: practicing delivery of speech 3, timing Read: Lucas, Outlining the speech

Thursday Nov 12th

Speeches to Inform Due (4-5 min) Speech Outlines Due

Friday Nov 13th:

Student feedback and evaluation of speeches Assign speech 4: Persuasive Speech, 5-6 minutes

Discuss topic selection, organization

Read: Lucas, The Importance of Persuasion Read: Lucas, Persuasive Speeches

Read: Lucas, Using Evidence

Monday Nov 16th:

Introductions to speech 4 due Workshop: Introductions Thesis and organization

In class activity: delivering one-minute speech

Tuesday Nov 17th:

Completed drafts of speech 4 due Workshop: drafts

Practice: delivery of speech 4, timing

Wednesday Nov 18th:

Speeches to Persuade Due (5-6 min)

Speech Outlines Due



Thursday Nov 19th:

Student feedback and evaluation of speeches In class Self Evaluation Report

Friday Nov 20th:

Final Exam Concluding remarks

During the COVID-19, the course could be moved to online delivery format. We will make the final decision before October 12,2020