

COM 312 – Oral Presentation (*Prerequisites: ENGL 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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Office –316 Cullimore
Hours: by email appointment

COM 312-H04 – Oral Presentation Syllabus

--No Textbook—No Final--

Course Goals:

In this course you will learn to:

- ♦ Speak confidently to engage an audience
- ♦ Time presentations exactly
- ♦ Use adequate volume
- ♦ Give and receive feedback
- ♦ Communicate purposefully
- ♦ Create a professional online presence
- ♦ Use effective body language
- ♦ Communicate in small and large groups

Assignments & Grading:

- ♦ **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.
- ♦ All grading will be done numerically (if an assignment is worth 10%, it will receive a grade from 1 to 10) which will be added at the end of the semester. Grades are not fully recorded in Canvas. Small assignments receive full credit after completion.

Final Grades:

A = 93 – 100 B+ = 86 – 92 B = 80 – 85 C+ = 75 – 79 C = 70 – 74 D = 65 – 69 F = 0 – 64

Presentation Hints:

- Most assignments are graded on exact timing. Use a stopwatch to practice.
- When creating slides, use more images than text and a large font (over 20 points).
- If you have a naturally quiet voice, you must practice projecting your voice.
- When videoconferencing, pay attention to your webcam image, lighting, and background.

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Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited. As a member of the NJIT community, it is your responsibility to follow the [academic code of integrity policy](#). Any student in violation of the code by cheating, plagiarizing, or using any online software inappropriately will result in disciplinary action. This may include a failing grade, suspension, or dismissal.

Assignment Descriptions:

Introductory Assignments (10%)

- Individual Introductions (2.5%)
- Where am I? (2.5%)
- Neighborhood (5%)

“Culture” Presentation (20%)

Choose a cultural phenomenon that interests you (clothing or architectural styles, social traditions, art, music, etc.). Do some research then create an 8-to-10-minute illustrated presentation to demonstrate this phenomenon to the class.

- Brainstorming – 5%
- Full Presentation – 15%

Video Interviews – Online Assignment (15%)

You will be given a list of difficult job interview questions. Choose two, compose your answers and then make two *separate* videos of yourself answering each question, about one minute each. Upload the videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas. **Note:** it is important to submit this assignment **on time** for peer review.

- Recorded Videos – 10%
- Peer Reviews – 5%

World View Presentation (30%)

Choose a topic you enjoy or are interested in and want to learn more about. It should be one aspect of the world around us – global, economic, political, arts, or health & medicine. Your 8–12-minute presentation will be a summary of the research you have done with your conclusions. **Note:** it is important to submit this assignment in Canvas **on time**, even if unfinished, for peer review.

- Brainstorming – 5%
- Full Presentation – 20%
- Peer Reviews – 5%

TV News Group Project (5%)

Prepare a television newscast on real or fake news (the group will decide on the subject-matter) in groups of four or five. Three or four Anchors will speak, a Project Manager is responsible for managing participants and the Media Manager is responsible for assembling the media. We will vote for the best presentation at the end.

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Assignment List

Assignment Name and Description	Length	%
<p>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 <i>before</i> class.</p> <p>Purpose: presenting and communicating requires a group, so it is necessary to be present.</p>	All semester	20
<p>Individual Introductions – using the form in Canvas, write down aspects of your life. Present this material in class.</p> <p>Purpose: introducing yourself to a group; getting to know each other.</p>	3-5 min.	5
<p>“Where am I?” – create a presentation containing 3 or 4 slides without identifying the location. The class will guess the location.</p> <p>Purpose: presentation practice, fun.</p>	2-3 min.	5
<p>“Culture” Presentation Brainstorming – Come up with three ideas for this presentation (clothing or architectural styles, social traditions, art, music, etc.). Describe the ideas to the class to get their response / feedback.</p> <p>Purpose: getting group feedback on possible presentation topics, audience awareness.</p>	1-3 min.	5
<p>“Culture” Presentation – present your slide show illustrating the cultural phenomenon you chose. You should include illustrations and can include short videos (less than one minute). The grade is based on timing.</p> <p>Purpose: first formal presentation, combining oral presentation with images, focusing on volume and timing.</p>	8-10 min.	15
<p>Video Interviews (pre-recorded Canvas assignment) – Choose two difficult job interview questions, compose your answers, and then make two <i>separate</i> videos of yourself answering each question, one minute each. Upload the videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas – they will be reviewed by five of your peers.</p> <p>Purpose: practice difficult interview questions and online interviewing techniques, focusing on setting, voice clarity and content of answers.</p>	2, 1 min. each	10

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Assignment Name and Description	Length	%
<p>Peer Review of Video Interview Questions (in Canvas) – Listen to the videos from five students assigned to you. Write a response regarding their volume, quality of image and the substance of their answer.</p> <p>Purpose: hear how others answered the questions to get more ideas for the future; give peer feedback.</p>	~20 mins.	5
<p>World View Presentation Brainstorming – Think of three possible topics for your World View Presentation. In class, describe the topics to judge the audience’s interest.</p> <p>Purpose: getting group feedback on possible presentation topics, audience awareness.</p>	1-3 min.	5
<p>World View Presentation – Your 8–12-minute presentation will be a summary of the research you have done on the topic with your conclusions. No video segment should be longer than one minute. Grades are based on timing.</p> <p>Purpose: final formal presentation, combining oral presentation with images, focusing on volume and timing.</p>	8 – 12 min	20
<p>Peer Review of World View Presentation (in Canvas) – Write brief reviews of the seven students assigned to you, focusing on interest, volume, and clarity.</p> <p>Purpose: provides more feedback for the presenter.</p>	~20 mins.	5
<p>TV News Group Presentation – Prepare a television newscast on real or fake news in groups of four or five. Three or four anchors should speak for two to three minutes each, using background images and video. A Project Manager is responsible for managing participants and a Media Manager is responsible for running the videos and images.</p> <p>Purpose: practice working in a group; presentation, technical and creative skills.</p>	6 – 12 min.	5

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Course Schedule (subject to minor changes)

Tuesdays		Thursdays	
Date	Class Activity	Date	Class Activity
1/16	Lecture on presentation conventions; discuss previous presentation experience; assign <i>Individual Introductions</i>	1/18	<i>Individual Introductions</i>
1/23	Finish <i>Individual Introductions</i> ; demonstrate and assign <i>Where am I?</i>	1/25	<i>Where am I?</i> assignment; introduce <i>Neighborhood</i> Presentation
1/30	<i>Neighborhood</i> Presentations (8 per class)	2/1	<i>Neighborhood</i> Presentations
2/6	Brainstorming for <i>Culture</i> Presentation; presentation order list	2/8	<i>Neighborhood</i> Presentations
2/13	<i>Culture</i> Presentations (5 per class)	2/15	<i>Culture</i> Presentations
2/20	<i>Culture</i> Presentations	2/22	<i>Culture</i> Presentations
2/27	Introduce <i>Video Interview</i> assignment; view samples; <i>Culture</i> Presentations	2/29	<i>Culture</i> Presentations
3/5	TBD	3/7	<i>Video Interview</i> in-class feedback from expert
3/12	Spring	3/14	Break
3/19	Demonstrate and assign <i>World View</i> Presentation; assign dates; TBD	3/21	<i>World View</i> Presentation brainstorming
3/26	<i>World View</i> Presentations (4 per class)	3/28	<i>World View</i> Presentations
4/2	<i>World View</i> Presentations	4/4	<i>World View</i> Presentations
4/9	<i>World View</i> Presentations	4/11	<i>World View</i> Presentations
4/16	Form groups for TV News Presentations	4/18	Work on TV News Presentations
4/23	TV News Group Presentations	4/25	In-class party