

Communications 312 Spring 2024

Fall 2024 Thursday 6:00 p.m.-8:50 pm.

September 5th– December 5th

Faculty Memorial Hall 205

Section 105

Communications 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.

Adjunct Professor Nigora Raufova

Office Hours: Tuesday 5:30-6:30

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Course Goals:

What is the purpose of communication? To share information. This course is about perfecting those skills. This is key to *all* professions. It is important that you develop these skills prior to starting your professional life.

- **Speak confidently and engage an audience**
- **Communicate purposefully**
- **Deliver thoughtful impromptu speeches**
- **Use adequate volume**
- **Use effective body language**
- **Time presentations exactly**
- **Receive and implement feedback**
- **Integrate visuals and videos**
- **Communicate in small and large groups**
- **Listen actively**
- **Provide constructive feedback to colleagues**

“Public speaking is a process of designing and delivering a message to the audience (Wrench et al., 2012). To be a good public speaker, planning and organizing the topic or material are needed. There are three types of public speaking based on the intended purpose: informative, persuasive, and entertaining (Wrench et al., 2012). The most common types of public speaking are informative. The purpose of informative speech is to share knowledge with others. It happens in the classroom, the teachers share their knowledge with the students. Persuasive speaking is how the speakers try to persuade others. The speaker must convince, motivate, and invite the audience to change or move to be better. Then entertaining speaking involves organizing some events such as presenting and accepting awards, introduction to wedding toasts, delivering eulogies at funerals, and memorial services to after-dinner speeches.” (Paradewari 2017). **You will be doing all 3 in this class.**

Textbook: not required

Class Requirements:

- **Attendance:** is **required** and is **graded**: 0-1 absences = 20 (highest score); 2 absences = 17; 3 absences = 15; 4 absences = 13; 5 absences = 11; 6 absences = 9; 7 absences = 7; 8 or more = 0. If you are absent due to illness or other problems, email me explaining the situation. Absences may be excused if documentation is sent to the Dean of Students. The Dean of Students make the determination of whether extenuating circumstances exist and notify me. I do not accept nor request medical documentation. Absences are excused at my discretion. Class begins promptly at 6:00 p.m. and important announcements are made then. Lateness will be penalized.
- **Preparedness:** every time you are called on to give a speech and you are not ready, points will be deducted from your score.
- If I see your **cellphone** in use or on your desk during instructional time, I will deduct points from your grade. You may step out if you are expecting a call. It is vital that you are fully present for this class. If you have an extenuating circumstance, please speak to me.

Exams: None

Assignments and 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 will be added at the end of the semester for the final grade. Specific schedules for each assignment will be developed and discussed in class during the semester. If a scheduled presentation is missed, a makeup date will be assigned as soon as possible. Late assignments without prior approval will result in partial loss of credit.

Student Interview 5%

Second Class: In-Class Presentation 5%

Media Presentation 5%

Party Presentation 10%

Country Presentation 10%

In-Class Improv 5%

Mock Job Interview 10%

Self-Reflection 10%

Teach Presentations 10%

Last Day 10%

Attendance: 20%

Final Grades:

A = 91 – 100 B+ = 86 – 90 B = 80 – 85 C+ = 75 – 79 C = 70 – 74 D = 65 – 69
F = 0 – 64

Statement on Academic Integrity

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of

the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at:
<http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. *Any student found 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 of F, and/or suspension or dismissal from the university.* If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu

Artificial Intelligence: Note that this course prioritizes human interaction and oral delivery. As such, it is not anticipated that students will need to use artificial intelligence (AI). Student use of artificial intelligence (AI) is permitted in this course for certain assignments and activities. If and when students use AI in this course, the AI must be cited as is shown within the [NJIT Library AI citation page](#) for AI. If you have questions or concerns about AI technology use in this class, please contact me before submitting assignments.

Writing Center: <https://www.njit.edu/writingcenter/schedule-appointment>

If you would like additional practice, the Writing Center offers support in preparing classroom presentations.

Date	Presentation/ Assignments	Presentation/ Assignment Description	Length	Percentage %
Class 1: September 5 th , 2024	Student Interview (To be Completed in Class)	You will be divided into pairs. Each pair will have about 15 minutes to interview the other. A list of interview questions will be provided. Then, each pair will share what they know about the other person. -Icebreakers, Questionnaire, Famous Orators, Lecture on effective and ineffective presentations	As needed	5
Class 2: September 12 th , 2024	In Class Presentations	-Mindfulness	As needed	5

		-Discuss next week's presentation -Icebreakers Debate -Media Presentation Mini-Lines Practice		
Class 3: September 19 th , 2024	Media Presentation	A list of poems, songs, and other short works will be provided. Each student will select a short work to memorize and present.	As needed	5
Class 4: September 26 th , 2024	In Class Presentations (Party Presentation)	-Collective Feedback -My Favorite Things Icebreaker -Groupwork: Party Presentations -Discuss Country Presentations	As needed	10
Class 5: October 3 rd , 2024 and Class 6: October 10 th , 2024	Country Presentations (first half of class) Country Presentations (second half of class)	Each student will choose a country of their choice to present on. Students may choose a country they originated from, a country they visited, or one they hope to visit in the future. Students may choose to include information such as landscape, must visit sites, language, holidays, etc.	7-10 minutes	10
Class 7: October 17 th , 2024		-Brief and collective feedback on Country Presentations -Icebreakers		

		-Prepare for job interviews (videos, tips, discussions, etc.)		
Class 8: October 24 th , 2024	In-Class improv	-Improv -Prepare for mock job interviews in class		5
Class 9: October 31 st , 2024 and Class 10: November 7 th , 2024	Mock Job Interviews	Students will be interviewed with common questions.	Varies	10
Class 11: November 14 th , 2024	Self-Reflections	Students will assess their areas of improvement and identify what they would like to continue to build on. Discuss Teach Presentations		10
Class 12: November 21 st , 2024	Teach Presentations	Students will select something they would like to teach the class. This can be a dish, words and phrases from their native language, and anything a student considers themselves an expert in.	10-13 minutes	10
Class 13: Tuesday, November 26th,	Teach Presentations (Continued)	Students will select something they would like to teach the class.	10-13 minutes	10

2024: Thursday Classes Meet No Class on November 28th, 2024		This can be a dish, words and phrases from their native language, and anything a student considers themselves an expert in.		
Class 14: December 5 th , 2024	Last Day!	Students will complete surveys, engage in interactive activities, and reflect on their progress.		10

The syllabus is subject to change, and students will be notified of changes in advance.

<https://www.njit.edu/registrar/calendars>

References:

Paradewari, D. S. (2017). Investigating students' self-efficacy of public speaking. *International Journal of Education and Research*, 5(10), 97-105.