

# COM 312-012/110-Oral Presentation

Spring 2025 | Instructor John Esche

## Overview

**Class info**    COM 312

<b>Class meetings</b>	312-012 – Mondays & Thursdays from 4:00 to 5:30 pm CKB 212 312-110 – Wednesdays from 06:00 to 09:00 pm TIER 107
<b>Email</b>	John.N.Esche@NJIT.edu
<b>Office</b>	<b>309</b> Cullimore Hall
<b>Hours</b>	<b>Mon. &amp; Thu. 3:00 to 3:45 pm</b> and by appointment
<b>Pre-Requisites</b>	<b>ENGL 102 with a grade of C or higher, and one History and Humanities GER 200 level course with a grade of C or higher.</b> This course satisfies the three-credit 300 GER in History and Humanities.

## Course Description

"Oral Presentation" will focus on improving our writing, speaking, research, and citation skills in preparation for upper-class and post-collegiate standards, ie. 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.

## Course goals

During this course you will:

- Speak in front of an audience
- Use adequate volume
- Time presentations exactly
- Create a professional appearance
- Keep your audience's attention
- Communicate in small and large groups
- Integrate visuals and videos

## Textbooks and Readings

- *The Overnight Guide to Public Speaking* by Ed Wohlmuth (any edition)
- *Excerpts from Aristotle's Rhetoric (Logos, Ethos & Pathos in persuasion)*
- Additional readings and films available on the Class Google Drive file
  - <https://drive.google.com/drive/folders/18WDS8EgACZEwkIgSSh0-NkASFZphOcVj?usp=sharing>
  - [Links to an external site.](#)

## Assignments and Grading

- Weekly writing and/or speaking assignments (main assignments indicated below)
- Brief (7 to 10 page) paper on a screened speech and historical research in MLA citation and format in first and second draft. We will have one out of class conference on the first draft, prior to revised second draft.
- Written assignments must be submitted **IN HARD COPY** on or before the due date either in class or to my mailbox in **309** Cullimore Hall as well as digitally through “Turn It In” in Canvas. Make sure you have access to an inexpensive stapler for multiple page assignments and a flat Portfolio for your Semester-End Submission of work,
- You need to send me an email (with your **FULL CLASS NUMBER** at the **START of the Subject Line, AS WITH ALL CLASS-RELATED EMAILS**) letting me know what technology you have available for this class (webcam with your laptop, scanner, etc.) **in case we need to pivot to online meetings** for health or weather reasons.

### Formal Assignments: Homework, Scheduled Quizzes, & Exams

During each week, there will be a homework assignment or paper for independent research and/or viewing. These homework assignments, group projects, class participation, and two scheduled quizzes during the session will be allotted points as noted below. **If you expect to have a problem completing an assignment or quiz by the scheduled deadline, let me know the specific reason BEFORE the deadline and I will try to work with you. ALL Quizzes and Exams** are cumulative through the material assigned for that day. The anticipated progress of the classes and the general topics and deadlines currently anticipated are indicated in the course schedule listed below.

**Four Quizzes :** Demonstrating command of principles studied & used      **20% of final grade**

**Assignment 1:** Reading and Discussing “The Six Points” from The Ed Wohlmuth book.

...together with ongoing attendance & class discussion.      **5%**

**Assignment 2:** Informative (NJIT related) Speech (5 min.) **10%**

....demonstrating use of effective research & Wohlmuth points.

**Assignment 3:** The Pitch – persuade a group to adopt something (5-7 min.)

...demonstrating improvement & use of Aristotle points. **15%**

**Assignment 4:** Team formation & Proposal for Umbrella Debate Topic **15%**  
**Including** written preparation of Affirmative Debate Plan & use of visual aids

**Assignment 5:** Debates (individually 8 min.) Cumulative use of all skills. **20%**

**Assignment 6:** Final Research Paper relating class principles to outside address. **10%**

**Final e & Hard Copy Portfolios** **5%**

#### Tentative Class Schedule

*Please note that the below schedule for covering the above material is approximate and subject to change. We may move at a faster or slower pace depending on a number of factors, but you are responsible for the readings on the schedule indicated (which will be fleshed out later). I would recommend having prepared the readings at least one class in advance. EACH of the topics we will be covering bears on the others, and should be brought to bear as we progress through the semester. **DON'T FALL BEHIND!***

<b>Class/WEEK</b>	<b>Chief Content</b>	<b>Side Notes – prepare prior to class</b>
Week 1 Jan 22-23	<i><b>Introduction</b> to each other &amp; public experience</i> <i>Logos, Ethos &amp; Pathos Major persuasion tools</i>	Note Class & Example #1 on Google Drive Screen <i>PYGMALION</i> in Google Drive
Week 2 Jan. 28-30	<i>We are how we are perceived!</i> <i>Open discussion: Elements to HOLD attention</i>	<i>Find 1 GOOD and 1 BAD speech for discussion</i> Review <i>Research Roadmap</i> (link in Google Drive)
Week 3 Feb. 3-6	<i>MLA, APA Citation forms &amp; Footnotes</i> <i>Wohlmuth's "Six Signals"                      First Quiz</i>	<i>Speech for Research Paper will be Assigned Today</i>
Week 4 Feb. 10-13	<i>First Major Speech (Assignment 2) on Topic Assigned Week 2</i>	

Week 5 Feb. 17-20	<i>Curriculum Vitai / Resumes</i> <i>2<sup>nd</sup> Quiz</i>	Bring published Editorial for discussion
Week 6 Feb. 24-27	<i>Second Speech (Assignment 3)</i>	First Draft Paper due
Week 7 March 3-6	<i>Second Speech (Assignment 3)</i>	
Week 8 March 10-13	<i>...continued 3<sup>rd</sup> Quiz</i>	<i>Form teams for debates</i>
Week 9 March 17-20	<b><i>Spring Break</i></b>	
Week 10 March 24-27	<i>Start work on Debates (Assignment 4/5)</i>	
Week 11 March 31-April 3	<i>Proposals for Debate Topic (Assignment 5)</i>	<i>Researched Speech Paper due</i>
Week 12 April 7-10	<b><i>Debates (Assignment 5) continue</i></b>	<i>Out of Class team rehearsal for Debates</i>
Week 13 April 14-17	<b><i>Debates (Assignment 5) continue</i></b>	
Week 14 April 21-May 1		<i>Final Quiz</i>
Week 15 May 5-6	<i>Final Class (Thurs. classes meet Tues.; Fri. meet Wed.)</i>	
Finals Week May		

**Please Note:** All assignments, readings, etc., must have been prepared prior to class meetings on due dates. Revisions of work must be accompanied, when submitted for evaluation, by all prior drafts.

### Late Penalty

All assignments are to be submitted on or before the specified deadline. The standard late policy is a deduction of one letter grade. I reserve the right to refuse any assignment submitted more than one week late and assign a grade of zero.

### Quizzes

Please note: Americans in recent years have been notoriously weak in their knowledge of geography and this can harm them in the business world - **ALL my quizzes WILL have map questions!** If a place is referred to in the readings or in class discussion, FIND it on a map. You may be held responsible for locating it.

### Papers

All papers (unless otherwise specified, anything prepared outside of class) are to be **college-level research papers** (unless otherwise stated): **typewritten, numbered by page, with citations to the research used in MLA format** (parenthetical citations linked to an alphabetically sorted reference page at the end – neither the reference page nor the cover page, is included in the page count) and neatly stapled together (it is highly recommended that you invest in a cheap \$1 stapler). As in the work world, presenting your ideas and work properly is essential to ensure that they are received and evaluated correctly. **Your grade will be affected by spelling errors, grammatical errors, punctuation errors, and especially by missing deadlines.** All abbreviations and acronyms should be clearly identified and consistent. Please use a standard 12-point font, double spaced to facilitate corrections and comments. **ALL WORK MUST HAVE YOUR NAME AND FULL CLASS NUMBER IN THE UPPER CORNER.**

*Just to repeat a few especially important points: If you fear you may miss a deadline for work-related or emergency reasons beyond your control, explain the reason to me as soon as possible, and I may be able to work with you.*

### E-Mails

Be sure your **FULL Class Number** is the **FIRST** thing in the **SUBJECT LINE** on any e-mail so I will see it in my inbox. While questions are welcome, and I check my email daily, they are particularly appreciated if you open a Discussion Forum in Canvas so that the entire CLASS may be able to get you a quick answer and/or may benefit from the answer. For the quickest response to questions, **please DO NOT email through Canvas!** I can respond quickly if you email me directly at the email address listed above.

### Portfolios

Every student will be required to maintain an “e-portfolio” (drafts of your research, written work and debate plan) and a HARD COPY Portfolio of their class work and Quizzes which they will turn in with a working link to the e-portfolio by the Final class. **This portfolio will contain your class notes, clean and corrected copies of any papers or drafts, and any quizzes or exams.** Failure to turn in your hard copy Portfolio and a working link to your e-portfolio *may* result in the filing of a grade of “F.”

#### Grade Points

**A** = 93-100+

**B+** = 89-92

**B** = 83-88

**C+** = 79-82

**C** = 70-78

**D** = 60-69

**59 & below:** Don't go there!

#### FURTHER IMPORTANT POINTS TO KEEP IN MIND

##### 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. 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>.

[Links to an external site.](#)

\*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](mailto:dos@njit.edu)

##### The Writing Center at NJIT

The Writing Center is available for one-hour individual and group appointments with professional writing tutors both onsite and online. This resource is intended to help you to improve your communication and writing skills and has proven extremely helpful to many of your peers in the past. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. Students will most likely need to schedule one week in advance for appointments. For more information, please visit <https://www.njit.edu/writingcenter/>

[Links to an external site.](#) .

## Class Recordings

In past semesters I recorded my classes as a back-up for students. These recordings were only allowed to be used as an educational resource and were not distributed or used outside of this class. The university policy currently discourages such recordings as too easily misused, however, if you desire to record or have recorded your own presentations as an aid to understanding how you can present yourself better, clear this recording in advance with me and I will do my best to accommodate you.

Students are expected to respect their fellow students' privacy and freedom to learn without disruption. Students are not allowed to capture or reproduce anyone's name, image, or voice without permission. They must be polite and respectful in the online chat. Informal chat is okay, but typing is restricted to things that one would say out loud in front of the entire class. Students must always conduct themselves on their webcam video as they would in person in a classroom.\

## Office of Accessibility Resources and Services

Please contact the Office for help with accommodations. Note that in order to receive special accommodations, you must go through the Office. **If you believe you are entitled to accommodations, contact the office immediately** — I can't accommodate you retroactively at the end of the semester; this needs to be handled up front, at the start of the term, so it can be properly taken into consideration.

## Office of the Dean of Students

For other concerns and assistance, please contact the Office of the Dean of Students.

**Whenever I have multiple sections of a course, I have a standing invitation to all my students to sit in on other sections of the class and I post the class roster of all my sections to assist you in finding and maintaining study groups (you may have friends in other sections and I will try to keep all sections on basically the same schedule). I \*highly\* recommend setting up study groups of three to five or more friends in all your classes to**

**prep for Quizzes and to proof-read papers. It can make a major difference in your grades.**

Here are my 312 Class rosters for this semester as of January 22, 2025:

**COM 312-012:**

[Ahmad Al Bajes](#) ara224@njit.edu

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