

Effective Communication Fall 2025

Fall 2025 Monday 6:00 p.m.-8:50 pm.

9/2/2025-12/8/2025

CKB 330

CRN 91836 Section 105

Communications 312 Effective Communication (*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

nr532@njit.edu

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
- Integrate visuals and videos
- Communicate in small and large groups
- Listen actively
- Provide constructive feedback to colleagues
- Receive constructive feedback and respond appropriately

“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. Please make sure to have any absences excused as soon as possible through the Dean of Students. 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. Documentation from the Dean of Students is not accepted after the course ends. Absences are excused at my discretion. **Please be sure to make up any work missed during an absence.** Class begins promptly at 6:00 p.m. and important announcements are made then. Lateness will be penalized as late comers interrupt the lecture and distract others.
- **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.
- **Self-advocacy:** If challenges come up, I encourage you to email me right away. Addressing concerns early makes it easier for us to work together toward your success. The earlier you reach out, the better I can support you.

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. No curves given. 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. It is your responsibility to inform me if you have missed an assignment. Late assignments without prior approval will result in partial loss of credit. Students must notify their instructors in writing of any conflicts between course requirements and religious observances, ideally by the end of the second week of classes and no later than two weeks before the anticipated absence. If we go remote, Zoom information will be sent via Canvas.

Student Interview 5%

Paper 5%

Second Class: In-Class Presentation 5%

Media Presentation 5%

Party Presentation 5%

Country Presentation 10%

Class 7 In-Class Assignment 5%

Class 8 In-Class Improv 5%
Mock Job Interview 10%
Self-Reflection 5%
Teach Presentations 15%
Last Day 5%
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 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.

Accommodations:

At the university level, if you have a disability, it is your responsibility to self-disclose and to request accommodations. You can initiate the process by contacting the Office of Accessibility Resources and Services (OARS) office, who can advise you as to what forms and documentation you will need to submit. Their email is: **OARS@NJIT.EDU**. In order for accommodations to be provided in a timely manner, documentation should be submitted in the current semester that accommodations are requested. The documentation establishing eligibility for accommodations will be reviewed and you will be notified if the documentation is acceptable and complete, or if further information is required. Once accommodations are approved, students will meet with the Office of Accessibility Resources and Services regarding the next steps. Students are not expected to share their disability information, including diagnosis or symptoms, with anyone outside of OARS Office. It is always the student's choice to decide if/when they disclose, and it

is never required. Accommodation letters for instructors do not list specific diagnoses. Instead, the letters explain that the student has provided appropriate documentation of a disability and lists the approved academic accommodations for that student. **Do not provide me with documentation. OARS will email me. Please discuss a plan of action with me on the first day.**

Date	Presentation/ Assignments	Presentation/ Assignment Description	Length	Percentage %
Class 1: 9/8/2025	Student Interview (To be Completed in Class) Homework Assigned: Paper	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 -H.W.: Spotlight a communicator you admire. See slides for grading criteria.	As needed 1-2 pages 12 font Times New Roman double spaced	5 5
Class 2: 9/15/2025	In Class Presentations Homework Due via <u>email by 6 p.m.</u>	-Mindfulness -Discuss next week's presentation -Icebreakers Debate -Media Presentation Mini- Lines Practice	As needed	5

Class 3: 9/22/2025	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: 9/29/2025	In Class Presentations (Party Presentation)	-Collective Feedback -My Favorite Things Icebreaker -Groupwork: Party Presentations -Discuss Country Presentations	As needed	5
Class 5: 10/6/2025 and Class 6: 10/13/2025	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: 10/20/2025	In-Class Assignment	-Brief and collective feedback on Country Presentations -Icebreakers -Prepare for job interviews (videos, tips, discussions, etc.)	Varies	5
Class 8: 10/27/2025	In-Class improv	-Improv		5

		-Prepare for mock job interviews in class		
Class 9: 11/3/2025 and Class 10: 11/10/2025	Mock Job Interviews	Students will be interviewed with common questions.	Varies	10
Class 11: 11/17/2025	Self-Reflections	Students will assess their areas of improvement and identify what they would like to continue to build on. Discuss Teach Presentations		5
Class 12: 11/24/2025	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.	10-12 minutes	15
Class 13: 12/1/2025	Teach Presentations (Continued)	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.	10-12 minutes	15

Class 14: 12/8/2025	Last Day!	Students will complete surveys, engage in interactive activities, and reflect on their progress. Communication tips will be reviewed.		5

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

Academic Calendar: <https://www.njit.edu/registrar/fall-2025-academic-calendar>

References:

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

Effective Communication Fall 2025

Fall 2025 Thursday 6:00 p.m.-8:50 pm.

9/4/2025-12/11/2025

FMH 319

CRN 91835 Section 103

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Date	Presentation/ Assignments	Presentation/ Assignment Description	Length	Percentage %
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Class 1: 9/4/2025	<p>Student Interview (To be Completed in Class)</p> <p>Homework Assigned: Paper</p>	<p>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.</p> <p>-Icebreakers, Questionnaire, Famous Orators, Lecture on effective and ineffective presentations</p> <p>-H.W.: Spotlight a communicator you admire. See slides for grading criteria.</p>	<p>As needed</p> <p>1-2 pages 12 font Times New Roman double spaced</p>	<p>5</p> <p>5</p>
Class 2: 9/11/2025	<p>In Class Presentations</p> <p>Homework Due via <u>email by 6 p.m.</u></p>	<p>-Mindfulness</p> <p>-Discuss next week's presentation</p> <p>-Icebreakers</p> <p>Debate</p> <p>-Media</p> <p>Presentation Mini-Lines Practice</p>	<p>As needed</p>	<p>5</p>
Class 3: 9/18/2025	<p>Media Presentation</p>	<p>A list of poems, songs, and other short works will be provided. Each student will select a short work to memorize and present.</p>	<p>As needed</p>	<p>5</p>
Class 4: 9/25/2025	<p>In Class Presentations (Party Presentation)</p>	<p>-Collective Feedback</p> <p>-My Favorite Things Icebreaker</p>	<p>As needed</p>	<p>5</p>

		<ul style="list-style-type: none"> -Groupwork: Party Presentations -Discuss Country Presentations 		
Thursday 10/2/2025 No Class	Wellness Day			
Class 5: 10/9/2025 and Class 6: 10/16/2025	Country Presentations (first half of class) Country Presentations (second half of class)	<p>Each student will choose a country of their choice to present on.</p> <p>Students may choose a country they originated from, a country they visited, or one they hope to visit in the future.</p> <p>Students may choose to include information such as landscape, must visit sites, language, holidays, etc.</p>	7-10 minutes	10
Class 7: 10/23/2025	In-Class Assignment	<ul style="list-style-type: none"> -Brief and collective feedback on Country Presentations -Icebreakers -Prepare for job interviews (videos, tips, discussions, etc.) 	Varies	5
Class 8: 10/30/2025	In-Class improv	<ul style="list-style-type: none"> -Improv -Prepare for mock job interviews in class 		5
Class 9: 11/6/2025 and Class 10: 11/13/2025	Mock Job Interviews	Students will be interviewed with common questions.	Varies	10

Class 11: 11/20/2025	Self-Reflections	<p>Students will assess their areas of improvement and identify what they would like to continue to build on.</p> <p>Discuss Teach Presentations</p>		5
Class 12: <u>Tuesday</u> (Thursday Classes Meet) 11/25/2025	Teach Presentations	<p>Students will select something they would like to teach the class.</p> <p>This can be a dish, words and phrases from their native language, and anything a student considers themselves an expert in.</p>	10-12 minutes	15
Thursday 11/27/2025 No Class	Thanksgiving			
Class 13: 12/4/2025	Teach Presentations (Continued)	<p>Students will select something they would like to teach the class.</p> <p>This can be a dish, words and phrases from their native language, and anything a student considers themselves an expert in.</p>	10-12 minutes	15
Class 14: 12/11/2025	Last Day!	Students will complete surveys, engage in interactive		5

		activities, and reflect on their progress. Communication tips will be reviewed.		
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