

Advanced Public Speaking and Professional Presenting SPCH-120

Harvard Extension School - Spring 2020

Room: 203 Sever Hall

Mondays, 6-8pm

On Campus Course **This syllabus is a draft and subject to change pending the collective progress of the class. Always refer to Canvas for the most up-to-date assignments, due dates, and course materials.*

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Course Description

This course covers advanced public speaking techniques for persuasion, effective interoffice communication, and connecting with an audience. Students learn to use their own communication style while adapting their message for a variety of audiences. Students present several speeches and receive peer review. Throughout the semester lectures include a focus on the use of language, narratives, vocal variation, techniques for persuasion, and effective communication in the workplace.

REQUIRED CONFERENCE MEETING:

In addition to the scheduled class times, each student will be required to meet online for a 20-minute private session with the course instructor during the semester. Students will have the opportunity to sign up for a time slot that is convenient for their schedule during the first week of class.

GRADING BREAKDOWN:

Introductory speech: no grade

Abstract concept/voice speech: 10%

Persuasive speech: 15%

Outline for persuasive speech: 5%

Handling Q&A for persuasive speech: 5%

TED Talk Comparative Essay: 15%

Final speech: 20%

Group project speech: 5%

Attendance & class participation: 15%

Peer reviews: 5%

Final journal project: 5%

Graduate Students:

-TedTalk Comparative Essay will be longer in length

-Graduate students will be the first to take part in the role of moderating weekly discussions

-Graduate students will be required to speak for at least a minute longer during the persuasive speech, and for undergraduate students the extra time will be posed as optional

-Graduate students will be held to a higher standard

Course Materials & Readings**REQUIRED BOOK:**

Lencioni, Patrick. "The Five Dysfunctions of a Team"

Available at the COOP (<http://store.thecoop.com>) and amazon.com
(<http://a.co/7IRvcW5>)

All further readings will be posted on the Canvas class website prior to the first week of class.

Attendance: This is a participatory, presentation-based class. Being present and on time is not only courteous, it is IMPERATIVE. **Late arrivals will count toward your overall grade.** More than two late arrivals to class will lower your final grade by one mark (e.g. from A to A-). **More than one absence will lower your final grade one mark (e.g. from A to A-).** Each additional absence will lower your grade a full letter. **Missing class on a speech day will result in a zero for that assignment.** Aside from major medical or emergency situations, excused absences must be requested in advance.

Accessibility:

The Extension School is committed to providing an accessible academic community. The Accessibility Office offers a variety of accommodations and services to students with documented disabilities. Please visit <https://www.extension.harvard.edu/resources-policies/resources/disability-services-accessibility> for more information.

Academic Integrity/Honesty

You are responsible for understanding Harvard Extension School policies on academic integrity(<https://www.extension.harvard.edu/resources-policies/student-conduct/academic-integrity>) and how to use sources responsibly. Not knowing the rules, misunderstanding the rules, running out of time, submitting the wrong draft, or being overwhelmed with multiple demands are not acceptable excuses. There are no excuses for failure to uphold academic integrity. To support your learning about academic citation rules, please visit the Harvard Extension School Tips to Avoid Plagiarism (<https://www.extension.harvard.edu/resources-policies/resources/tips-avoid-plagiarism>), where you'll find links to the Harvard Guide to Using Sources and two free online 15-minute tutorials to test your knowledge of academic citation policy. The tutorials are anonymous open-learning tools.

Assignments

The dates you will give your speeches are posted in this syllabus and the Canvas class website. If you have a conflict with ANY of these dates, you must notify the teaching staff immediately to request a specific date in advance. More detailed information about assignments, readings, and speech requirements will be posted on the Canvas website throughout the course of the semester. If you have any trouble accessing the class website, you must inform your instructor or TA immediately.

Remember, unless there is a MAJOR health issue or emergency, you are REQUIRED to give your speech on the date assigned. If you do not, your grade will be reduced. It is important to keep to the schedule in order to fit in all the speeches. We understand that work/life scheduling conflicts may arise; however, you are expected to attend every class without exception.

Failure to get outlines, self-evaluations or the essay in on time will result in a grade reduction.

Journals, weekly videos and readings: You will be required to make a weekly journal entry, and at the end of the term you will be graded on a final compilation of all your weekly entries. Each week you will also be required to watch a professional video and read an assigned reading including a discussion prompt. (This will not happen during speech weeks.)

PREREQUISITES:

Prior coursework in public speaking is strongly recommended. Students who have not taken SPCH E-100 will be required to watch pre-recorded videos that cover the basics of public speaking. This will be available for you to watch through the Canvas site. It is mandatory that you watch the videos as part of the requirements for this course. *The videos will be posted at least **one** week prior to class.*

Curriculum

Class 1 – Monday, January 27

1. Overview of course
2. Canvas, syllabus, class requirements and assignments
3. Review of basics
4. Students give introductory speech (no preparation required)

ASSIGNMENTS DUE FOR Class 1: Complete any pre-class work posted in Canvas. This includes a pre-course survey, watching prerequisite videos, completing any reading, and watching the assigned videos.

Class 2 — Monday, February, 3

1. Vocal variation
2. Class discussion of assigned readings/video (posted on Canvas)
3. Language use
4. Group Exercise
5. Work on preparing Abstract speech

ASSIGNMENTS DUE FOR Class 2: Prior to each class you will be assigned readings and/or videos and you should be prepared for discussion. Check Canvas for weekly assignments.

Class 3 – Monday, February 10

1. Students present Abstract Speeches
2. Discussion and analysis

ASSIGNMENTS DUE FOR Class 3: Abstract concept speech. Prepare a 3 minute talk on an abstract concept – use imagery and vocal variation. Details will be provided in Canvas and reviewed in class 2.

FEBRUARY 17 -- PRESIDENT'S DAY -- NO CLASS

Class 4 – Monday, February 24

1. Power of Persuasion
2. Know your audience

ASSIGNMENTS DUE FOR Class 4: Check Canvas for weekly assignments.

Class 5 – Monday, March 2

1. Listening
2. Hostile Audience and handling Q & A
3. Group exercises

ASSIGNMENTS DUE FOR Class 5: 1) TED Talk Essay. Students must choose two TED Talks from the list posted on Canvas and write an analytical essay on content, delivery and organization. Undergraduates: 4-6 pages double spaced, graduates 5-7 pages double spaced. 2) Additional assignments posted on Canvas.

Class 6 – Monday, March 9

1. Interpersonal Communication in the workplace
2. Problem solving techniques

ASSIGNMENTS DUE FOR Class 6: Impromptu Speeches and Persuasive Speech outlines due via Canvas.

March 16th -- Spring Break -- NO CLASS

Class 7 - Monday, March 23

1. Persuasive Speeches with Q & A
2. Discussion and analysis

ASSIGNMENTS DUE FOR Class 7: 1) Prepare a full 5 minute (undergraduate) 7 minute (graduate) persuasive speech and deliver to a hostile audience. These are to be presented on March 23, 30 and April 6th. Outlines are due a week prior via Canvas. You must also hand in the outline you use during your speech to the instructor immediately following your presentation. 2) Additional assignments posted on Canvas.

Class 8 – Monday, March 30

1. Persuasive Speeches with Q & A
2. Discussion and analysis

ASSIGNMENTS DUE FOR Class 8: 1) Persuasive Speech 2) Additional assignments posted on Canvas.

Class 9 – Monday, April 6

1. Persuasive Speeches with Q & A
2. Discussion and analysis

ASSIGNMENTS DUE FOR Class 9: 1) Persuasive Speech 2) Additional assignments posted on Canvas.

Class 10 – Monday, April 13

1. Interpersonal Communication in the workplace

ASSIGNMENTS DUE FOR Class 10: Check Canvas for weekly assignments.

Class 11 – Monday, April 20

1. Advanced public speaking tips and techniques

ASSIGNMENTS DUE FOR Class 11: Check Canvas for weekly assignments.

Class 12 - Monday, April 27

1. Deliver Final Speeches
2. Discussion and analysis

ASSIGNMENTS DUE FOR Class 12: 1) Prepare final speech 8 minutes in length. Speech may be either persuasive or informative and will be presented on April 27th & May 4th (and May 11th if needed). Rough outlines are due the week prior via Canvas. You must also hand in the outline you use during your speech to the instructor immediately following your presentation. Self-evaluations/journal entries are due no later than the Sunday after your speech delivery date. 2) Check Canvas for weekly assignments.

Class 13 – Monday, May 4

1. Deliver Final Speeches
2. Discussion and analysis

ASSIGNMENTS DUE FOR Class 13: 1) Final Speech 2) Check Canvas for weekly assignments.

Class 14 – Monday, May 11

1. Deliver Final Speeches
2. Discussion and analysis
3. Set Goals/Discussion

ASSIGNMENTS DUE FOR Class 14: 1) Final Speech 2) Check Canvas for weekly assignments.