**Harvard Extension School – January Term 2019**

January 7th – 26th | Mondays through Thursdays | 9:00am-12:00pm

1 Story Street Room 302

\**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 OVERVIEW**

This course covers the basic principles of public speaking. Students learn how to handle nerves, organize and deliver a formal presentation, and use verbal and non-verbal communication to connect with their audience. During class, students learn to use their own communication style while adapting their message for a variety of audiences. Students present several speeches in a safe and comfortable environment. Throughout the semester lectures focus on use of language, narratives, vocal variation, basic techniques for public speaking, and effective methods to overcome the fear of speaking in front of a large audience or small group of people.

All written and oral assignments must be done in order to complete the course. Public

speaking is a participation course - presenting, listening, observing, giving feedback, and learning from the content and delivery of others. Attendance is therefore critical.

GRADING BREAKDOWN:

1. Informative speech                15%

     Outline                                                5%

2. Persuasive speech                            20%

     Outline                                                5%

3. Final speech                                      25%

     Outline                                                5%

4. Written Examination                           15%

5. Class attendance & participation       10%

SPEECHES:

1. Introduction speech

2. Informative speech

3. Persuasive speech

4. Impromptu speech

5. Final speech

**REQUIRED CONFERENCE MEETING**

In addition to the scheduled class times, each student will be required to meet 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. These meetings take place either on campus or via telephone.

**ASSIGNMENTS**

Information about assignments and speech dates will be posted on the Canvas website throughout the semester. If you have a conflict with ANY of these dates, you must notify the teaching staff immediately to request an alternative date in advance. If you have any trouble accessing the class website, you must inform the teaching staff in addition to reaching out to Canvas Help.

We understand that work/life scheduling conflicts may arise; however, 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 count as a zero.

Each recorded speech will be followed up by a self-evaluation (minimum one page double spaced). This is to be completed after watching your video and should include what you consider to be your strengths and weaknesses.

The first draft of your speech outline must be submitted before your presentation at the designated submission date, and the final copy of your outline must be submitted immediately after you deliver your speech.

There will be a written, take home, final exam. (*Undergraduate-credit 3-5 pages, Graduate-credit 5-7 pages*)

**DUE DATES**

All written assignments (speech outlines, self-evaluations, discussion board postings, quizzes, surveys, essay, weekly journals, etc.) are due via Canvas assignment submissions. You will have one hour to submit late work, but the assignment submission will close after that. **This course maintains a zero late assignment acceptance policy**. All coursework MUST be submitted via Canvas to its appropriate assignment. *Note: There is no outline for your introductory speech.*

**ATTENDANCE**

This is a participatory, presentation-based class. Being present and on time is not only courteous, it is IMPERATIVE. You are allowed one absence from class, to be requested in advance, before attendance factors into your grade. Your second and subsequent absences will reduce your final grade one mark (e.g. from A to A-). If there is a major medical or emergency situation, please let us know. Each additional absence will lower your grade a full letter. Missing class on a speech day will result in a zero for that assignment.

**HARVARD EXTENSION SCHOOL POLICIES**

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 www.extension.harvard.edu/resources- policies/resources/disability-services-accessibility for more information.

You are responsible for understanding Harvard Extension School policies on academic integrity (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 (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.

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

**UNITS OF INSTRUCTION**

**Monday Class 1**

January 6th Introductions

                                                Goals of the course

                                                Overview of course, course work, and canvas website

                                                Basic principles of speech communication

                                                General principles of communication

                                                Introduction speeches delivered

**Tuesday Class 2**

January 7th   Overcoming nerves

Importance of an outline

Organization/Patterns/Flow

Class exercise

**Wednesday Class 3**

January 8th Connecting with the audience

                                                Non-verbal presentation skills

                                                Use of narratives

Class Exercise

**Thursday Class 4**

January 9th Informative speeches delivered and recorded

**Monday Class 5**

January 13th                           Power of persuasion

Organizational patterns of speeches

Handling Q & A

                            Impromptu speeches

**Tuesday Class 6** Persuasive speeches delivered and recorded

January 14th

**Wednesday Class 7** Persuasive speeches delivered and recorded

January 15th

**Thursday Class 8**

January 16th Using language effectively

                                              Cultural considerations

                                        Using audio/visual aids/ power point

**Monday, January 20 NO CLASS -- Martin Luther King Jr Day**

**Tuesday Class 9**

January 21th Final speeches delivered and recorded

                                              Discussion of speeches

**Wednesday Class 10**

January 22th Final speeches delivered and recorded

                                            Discussion of speeches

**Thursday Class 11**

January 23th                          Review for final

                                              Discussion of professional tapes