



Hunan University

ENG 23: Public Speaking

Professor: To be announced

Total contact hours: 54 hours

Credit: 4

Course Description

This course is designed to familiarize students with the basic elements of good public speaking and help them to apply the major strategies, concepts and principles of public speaking. Students should gain both understanding and practice in researching, preparing and delivering speeches.

Upon completion of the course, students will have a mastery of:

Concept Skills:

1. Develop an awareness of components of speaking to a variety of purposes and audiences;
2. Demonstrate competence in applying public speaking skills through a well-organized and well-supported oral presentation;
3. Demonstrate the ability to express and defend a point of view in an articulate manner orally and in writing;
4. Understand the power of language to persuade, or give a charge to, a whole group or society.

Skill Objects:

1. Organize written and oral presentations using strategies such as lists and outlining;
2. Incorporate source materials into speaking;
3. Apply skills in analysis, synthesis, evaluation and explanation to speaking;
4. Locate and select relevant information to be used in supporting point of view;
5. Determine appropriate purpose statements for specific topics;
6. Identify feelings associated with positive speaking experiences;
7. Incorporate presentation skills to enhance and clarify speech;

Required Material

Textbook: *The Art of Public Speaking*

Author: Stephen E. Lucas

Edition: 8th Edition

Publisher: McGraw-Hill



Grading

- Presentation 10%
- Speeches 30%
- Midterm 20%
- Final Exam 40%

A+ 96-100	A 90-95	A- 85-89
B+ 82-84	B 78-81	B- 75-77
C+ 71-74	C 66-70	C- 62-65
D 60-61	F < 60	

Course Schedule

The course has 24 class sessions in total. All sessions are 2 hours and 15 minutes in length.
Note: the course outline and required readings are subject to change.

Class 1:

Introduction to the course
Part I - Speaking and Listening
1. Speaking in Public

Class 2:

2. Ethics and Public Speaking

Class 3:

3. Listening

Class 4:

Presentation
Part II - Speech Preparation: Getting Started
4. Selecting a Topic and Purpose

Class 5:

5. Analyzing the Audience

Class 6:

6. Gathering Materials

Class 7:

7. Supporting Your Ideas

Class 8:

Deliver the first speech



Part III - Speech Preparation: Organizing and Outlining

8. Organizing the Body of the Speech

Class 9:

9. Beginning and Ending the Speech

Class 10:

10. Outlining the Speech

Class 11:

Discussion of selected topics and deliver the second speech

Class 12:

Part IV - Presenting The Speech

11. Using Language

Class 13:

12. Delivery

Class 14:

13. Using Visual Aids

Class 15:

Preparation for the midterm speech

Midterm

Class 16:

Part V - Varieties of Public Speaking

14. Speaking to Inform

Class 17:

15. Speaking to Persuade

Class 18:

16. Methods of Persuasion

Class 19:

Discussion of selected topics and deliver the third speech

Class 20:

17. Speaking on Special Occasions

Class 21:

18. Speaking in Small Groups



Class 22:

Overview and group summarization

Class 23:

Preparation for the final exam

Class 24:

Final Exam

Attending Policy

Regular and prompt attendance is required. Under ordinary circumstances, you may miss two times without penalty. Each absence over this number will lower your course grade by a third of a letter and missing more than five classes may lead to a failing grade in the course. Arriving late and/or leaving before the end of the class period are equivalent to absences.

Policy on "Late Withdrawals"

In accordance with university policy, appeals for late withdrawal will be approved ONLY in case of medical emergency and similar crises.

Academic Honesty

Hunan University expects all students to do their own work. Instructors will fail assignments that show evidence of plagiarism or other forms of cheating, and will also report the student's name to the University administration. A student reported to the University for cheating is placed on disciplinary probation; a student reported twice is suspended or expelled.

General Expectations:

Students are expected to:

- Attend all classes and be responsible for all materials covered in class and otherwise assigned;
- Complete the day's required reading and assignments before class;
- Review the previous day's notes before class and make notes about questions you have about the previous class or the day's reading;
- Participate in class discussions and complete required written work on time;
- Refrain from texting, phoning or engaging in computer activities unrelated to class during the class period;
- While class participation is welcome, even required, you are expected to refrain from private conversations during the class period.



Special Needs or Assistance

Please contact the Administrative Office immediately if you have a learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material. Our goal is to help you learn, not to penalize you for issues which mask your learning.