

COURSE SYLLABUS

COURSE TITLE:	Communication Techniques/Speech	COURSE CODE:	COMM130
PREREQUISITES:	None	SEMESTER:	FALL 2020
INSTRUCTOR:	Mr Rukavina	CREDITS:	3
EMAIL:	drukavina@groupe-igs.fr	SCHEDULE:	Group 1 Tuesday 8h30-11h30 Group 2 Wednesday 15h30-18h30 Group 3 Thursday 12h30-15h30

COURSE DESCRIPTION:

The course is highly participative and helps students to develop the necessary skills for effective public speaking. Students will be encouraged to assess their own communication competencies using different techniques in relation to the demands of diverse public speaking situations.

COURSE OBJECTIVES:

The class draws heavily on the students' involvement and participation as the learning process is cumulative. It requires, on the part of all students, an openness and willingness to experiment and work with others to create a safe learning environment. Therefore, a 100% class attendance is essential. Students will get plenty of opportunity to gain confidence and apply the skills and techniques required for effective public speaking via speech & drama, mime, role plays, debates, and listening techniques.

EXPECTED LEARNING OUTCOMES:

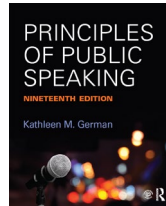
Upon completion of this course, students should be able to:

- Make communication anxiety work for you and not against you.
- Develop an awareness of your voice to enhance your speeches and presentations (breathing, intonation, inflexion, and vocal colour)
- Understand and apply effective nonverbal communication.
- Conduct genuine and serious research on a number of different topics.
- Organise your ideas and research into clear, coherent and engaging arguments.
- Deliver a speech/presentation in an engaging conversational style
- Develop and present: personal, informative, persuasive and ceremonial speeches.

- Construct and present effective arguments in debates.
- Utilise critical listening skills.
- Analyse and critique your own speeches and those of others.

MANDATORY TEXTBOOK:

ISBN-9781138233898



EVALUATIONS:

The final grade will be based on:

Speech 1: Personal	10%
Speech 2: Informative	15%
Speech 3: Persuasive	20%
Speech 4: Ceremonial	15%
Group debate	15%
Final speech: Impromptu	15%
Participation	10%

Presence in class is mandatory. More than 2 absences will lead to a failing grade.

GRADING RUBRICS:

Speeches / Debate

CATEGORY	ACHIEVEMENT LEVEL 1 : BEGINNING	ACHIEVEMENT LEVEL 2 : DEVELOPING	ACHIEVEMENT LEVEL 3 : ACCOMPLISHED	ACHIEVEMENT LEVEL 4 : EXEMPLARY
Inventiveness, Ideas & Research	Superficial choice and handling of topic. Poor quality outline submitted. Information was taken at face value with no questioning of its relevance or value. Gaps in the information were not identified or were incorrect.	Some evidence of real effort demonstrated in choice and handling of topic. Outline includes all necessary basic information plus some development of points. At least one information gap was identified and relevant information was found but limited in scope. Some	Evidence of effective choice and handling of topic. Some originality also shown. Outline is clear, pertinent and developed. Relevant information gaps were identified and additional relevant information was provided to fill them. At least	Evidence of highly effective choice and handling of topic. Originality also shown. Outline is clear, pertinent, developed and engaging. Skill shown in gathering and using information to fill the information gaps identified. Numerous

		evidence of sound criteria for selecting information but not consistent. Needs expansion.	several types of sources were used. Coherent criteria demonstrated for selecting information but scope for greater depth.	relevant sources were used. Information was comprehensive and pertinent throughout.
Arrangement & Reasoning	The content is a simple repetition of written work/sources with neither amendments to structure nor to language or style. The development is confusing and does not justify conclusions. Relevant speech design not used.	The content is clear showing knowledge. Conveys an adequate understanding of the subject. Scope for more depth. A relevant speech designed identified and used but scope for more development.	Competent development of content and mostly interesting. Conveys a solid understanding of subject. Conclusions are clearly justified. Relevant speech design(s) used showing a sound understanding. Also very creative.	The content is clear, well developed and interesting. Conveys an in-depth understanding of the subject. Conclusions are clearly justified. Relevant speech design(s) used showing a masterful understanding. Also highly creative.
Supporting material/information	Only the most basic and superficial information covered. No examples used.	At least one relevant and specific example was given but insufficiently tailored for audience.	Relevant and engaging examples given to support claims and conclusions. Well-tailored for audience.	Relevant, engaging and striking examples given to support claims and conclusions. Superbly tailored for audience.
Style & Language	Multiple mistakes in use of English impede understanding.	Grammar mistakes made but are limited and do not impede correct understanding. Relevant vocabulary used but scope for vividness.	Grammar usage correct. Comprehension facilitated by use of relevant and mostly vivid vocabulary.	Sophisticated and accurate grammar usage. Comprehension facilitated by use of relevant and vivid vocabulary. Overall result is spell binding.
Delivery	Monotonous. Inaudible and or unacceptable standard of pronunciation.	Clear and audible delivery. Interesting in parts. Occasional mispronunciations	Confident, clear and highly engaging. No mistakes in pronunciation.	Spell binding performance. Confident, clear and strongly engaging.

	Rigid body language. No eye contact.	made. Some vocal colour and expressiveness. Fairly fluid body language. Maintained mostly eye contact.	Expressive vocal delivery. Fluid body language. Maintained eye contact throughout.	Flawless pronunciation. Masterful vocal delivery. Fluid body language. Maintained eye contact throughout.
Visuals	Visuals are poorly designed, containing only words and are used as notes. Numerous spelling mistakes. Relevance is not clear.	Visuals are well designed. Generally support the argument but some are irrelevant, unclear or incomplete.	Professionally designed, attractive and support well the development of the presentation. Slides and graphics enhance understanding of the subject area.	Professionally designed, attractive and demonstrate originality. Supports thoroughly the development of the presentation. Slides and graphics strongly enhance understanding of the subject area.
Q & A	Student(s) unprepared and unable to answer pertinent questions.	Student(s) able to answer the questions but did not expand the question areas.	Student(s) well prepared to answer questions and showed in-depth knowledge of subject area. Expanded on answers.	Student(s) well prepared and showed in-depth knowledge for the questions and expanded answers showing ownership of the subject area.

COURSE SCHEDULE: Group 1 Tuesdays

Dates	Reading/Homework	Session Content
Session 1 22 Sept	CH 1: Introduction to Public Speaking	Introduction: syllabus, ground rules and required reading. Basic elements in the speech making process, Aristotle on oratory skills, and verbal delivery skills
Session 2 29 Sept	CH 2: Getting Started	Determining purpose: general and specific Speech outlines and non verbal communication
Session 3 06 Oct	Speech Day CH: 3 Critical Listening	<i>Self-Introductory Speech</i>
Session 4 13 Oct	CH: 6 Supporting Materials	Finding and choosing supporting material Capturing and holding attention Types of informative speeches Sample outlines

	CH: 8 Beginning & Ending Your Speech CH: 12 Speeches to Inform	
Session 5 20 Oct	CH: 7 Organizing & Outlining Your Speech CH: 11 Using Visual Media	Developing your speech plan and speech designs Speaking skills: memory and organization Functions and types of visual media and using visual media
Session 6 27 Oct	Speech Day CH: 9 Wording Your Speech	<i>Informative Speech</i> Oral versus written style. Using language strategically: imagery and metaphor
Session 7 03 Nov	CH: 10 Delivering Your Speech CH: 13 Speeches to Persuade	Selecting the method of delivery: extemporaneous, impromptu, manuscript and memorized Persuasion: selecting and using motivational appeals Sample outline: the motivated sequence
Session 8 10 Nov	CH: 14 Argumentation & Critical Thinking	Argumentation: types of claims, evidence and forms of reasoning
Session 9 17 Nov	Speech Day	<i>Persuasive Speech</i>
Session 10 24 Nov	CH: 14 Argumentation & Critical Thinking Cont.	Debate preparation: techniques and strategies, detecting fallacies and responding to counter arguments
1 Dec	No class	Journée D'Entreprise
Session 11 8 Dec	Speech Day CH: 15 Speaking in Community Settings	<i>Debate</i> Presentation of types of ceremonial speeches, techniques: identification & magnification Impromptu speech preparation: Dale Carnegie's magic formula
Session 12 15 Dec	Final: Speech Day	<i>Ceremonial Speech</i> <i>Impromptu Speech</i>

The schedule of Final Exams will be confirmed and published by 31 October 2020. The last day of the semester is 18 December 2020. DO NOT PLAN ANY TRAVEL BEFORE THIS DATE AS THERE ARE NO MAKE-UP EXAMS.

COURSE SCHEDULE: Group 2 Wednesdays

Dates	Reading/Homework	Session Content
Session 1 16 Sept	CH 1: Introduction to Public Speaking	Introduction: syllabus, ground rules and required reading. Basic elements in the speech making process, Aristotle on oratory skills, and verbal delivery skills
Session 2 23 Sept	CH 2: Getting Started	Determining purpose: general and specific Speech outlines and non verbal communication
Session 3 30 Sept	Speech Day CH: 3 Critical Listening	<i>Self-Introductory Speech</i>

Session 4 07 Oct	CH: 6 Supporting Materials CH: 8 Beginning & Ending Your Speech CH: 12 Speeches to Inform	Finding and choosing supporting material Capturing and holding attention Types of informative speeches Sample outlines
Session 5 14 Oct	CH: 7 Organizing & Outlining Your Speech CH: 11 Using Visual Media	Developing your speech plan and speech designs Speaking skills: memory and organization Functions and types of visual media and using visual media
Session 6 21 Oct	Speech Day CH: 9 Wording Your Speech	<i>Informative Speech</i> Oral versus written style. Using language strategically: imagery and metaphor
Session 7 28 Oct	CH: 10 Delivering Your Speech CH: 13 Speeches to Persuade	Selecting the method of delivery: extemporaneous, impromptu, manuscript and memorized Persuasion: selecting and using motivational appeals Sample outline: the motivated sequence
Session 8 4 Nov	CH: 14 Argumentation & Critical Thinking	Argumentation: types of claims, evidence and forms of reasoning
11 Nov	No class	Veterans Day
Session 9 18 Nov	Speech Day	<i>Persuasive Speech</i>
25 Nov	No class	Business Games
Session 10 2 Dec	CH: 14 Argumentation & Critical Thinking Cont.	Debate preparation: techniques and strategies, detecting fallacies and responding to counter arguments
Session 11 9 Dec	Speech Day CH: 15 Speaking in Community Settings	<i>Debate</i> Presentation of types of ceremonial speeches, techniques: identification & magnification Impromptu speech preparation: Dale Carnegie's magic formula
Session 12 16 Dec	Final: Speech Day	<i>Ceremonial Speech</i> <i>Impromptu Speech</i>

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COURSE SCHEDULE: Group 3 Thursdays

Dates	Reading/Homework	Session Content
Session 1 17 Sept	CH 1: Introduction to Public Speaking	Introduction: syllabus, ground rules and required reading. Basic elements in the speech making process, Aristotle on oratory skills, and verbal delivery skills
Session 2 24 Sept	CH 2: Getting Started	Determining purpose: general and specific Speech outlines and non verbal communication

1 Oct	No class	IGS Integration Day
Session 3 8 Oct	Speech Day CH: 3 Critical Listening	<i>Self-Introductory Speech</i>
Session 4 10 Oct SATURDAY	CH: 6 Supporting Materials CH: 8 Beginning & Ending Your Speech CH: 12 Speeches to Inform	Finding and choosing supporting material Capturing and holding attention Types of informative speeches Sample outlines
15 Oct	No class	HEP
Session 5 22 Oct	CH: 7 Organizing & Outlining Your Speech CH: 11 Using Visual Media	Developing your speech plan and speech designs Speaking skills: memory and organization Functions and types of visual media and using visual media
Session 6 29 Oct	Speech Day CH: 9 Wording Your Speech	<i>Informative Speech</i> Oral versus written style. Using language strategically: imagery and metaphor
Session 7 5 Nov	CH: 10 Delivering Your Speech CH: 13 Speeches to Persuade	Selecting the method of delivery: extemporaneous, impromptu, manuscript and memorized Persuasion: selecting and using motivational appeals Sample outline: the motivated sequence
Session 8 12 Nov	CH: 14 Argumentation & Critical Thinking	Argumentation: types of claims, evidence and forms of reasoning
Session 9 19 Nov	Speech Day	<i>Persuasive Speech</i>
26 Nov	No class	Business Games
Session 10 3 Dec	CH: 14 Argumentation & Critical Thinking Cont.	Debate preparation: techniques and strategies, detecting fallacies and responding to counter arguments
Session 11 10 Dec	Speech Day CH: 15 Speaking in Community Settings	<i>Debate</i> Presentation of types of ceremonial speeches, techniques: identification & magnification Impromptu speech preparation: Dale Carnegie's magic formula
Session 12 17 Dec	Final: Speech Day	<i>Ceremonial Speech</i> <i>Impromptu Speech</i>

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