Oral Presentations: EN.661.150
Fall 2014
Thurs: 1:30-4:15 PM, Hodson 211 (Sec 7)

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Office: Whitehead 105, Maryland 16
Office Hours: Thursdays 12:00-1:30 PM (Whitehead 105 or Maryland 16), 4:30-5:00 (Hodson 211) and by appointment
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Office Hours: Wednesdays 10:00-11:00 AM

Email: See course website on Blackboard

Overview
The goal of this class is for you to learn the techniques of effective oral presentations by constant practicing. You will also learn through practice how to develop and present effective graphics via PowerPoint software. I expect you to become familiar with this software on your own. The HAC lab has resources to assist you: they will provide a self-paced program to help you learn PowerPoint if you tell them that you are enrolled in this class.

This is not a lecture class (except as needed to introduce and demonstrate important concepts). This is a hands-on work; that is how you will learn best. What you decide to speak about will be secondary to your being able to practice strong oral presentation skills, good organization, and good delivery.

You will deliver several types of presentations, from a 4 to 6-minute technical presentation, to short, impromptu talks, to longer (8-10 minutes) formal presentations accompanied by PowerPoint slides. You can expect to speak in front of the class almost every time we meet either introducing speakers or delivering oral critiques of speakers when not delivering prepared presentations.

Required Items

Other Resources
Several web sites which could be helpful in meeting the requirements of this course are listed on page 10 of this syllabus.

**Blackboard**

You will use Blackboard to access our course web site. Use the site to view selected videos, to e-mail me, and to submit assignments. The site also contains a copy of this syllabus and other reference material. Access the site (https://blackboard.jhu.edu) using your JHED ID. You can also access Blackboard via the JHU portal system (https://my.jhu.edu).

**Ethics**

The strength of the university depends on academic and personal integrity. In this course, you must be honest and truthful. Ethical violations include cheating on exams, plagiarism, reuse of assignments, improper use of the Internet and electronic devices, unauthorized collaboration, alteration of graded assignments, forgery and falsification, lying, facilitating academic dishonesty, and unfair competition.

In addition, specific ethics guidelines for this course are

Don’t use the work of others, even from the Internet (borrowing phrases or ideas) without citing your source. See chapter 4 in textbook—*Ethical Public Speaking*.

In this course, you will create original presentations drawing on resources from external sources. Such sources must be properly identified and credited.

You may collaborate with other students in this course, but only under the conditions which we will discuss in class. If you have questions about this policy, please ask the instructor.

On every exam, you will sign the following pledge: “I agree to complete this exam without unauthorized assistance from any person, materials or device. [Signed and dated]”

Report any violations of ethics guidelines to the instructor.

You can find more information about university misconduct policies on the web at these sites:

For undergraduates http://e-catalog.jhu.edu/undergrad-students/student-life-policies/

For graduate students http://e-catalog.jhu.edu/grad-students/graduate-specific-policies/

**Attendance**
You are expected to attend every class. You are allowed one excused absence for illness or an unavoidable conflict—I will want to see the proof. Excused means you have told me about it ahead of time and gotten my permission.

Arriving late for class is unprofessional and can affect your grade. If you have two latenesses or one unexcused absence, you will lose points off your grade for class participation. If you have a job interview or some other event unavoidably scheduled for our class time, you must speak to me about it ahead of time.

I want to establish a professional environment. I expect a professional attitude from you. If some legitimate problem comes up that might keep you from class or from turning in work on time, you must clear it with me ahead of time; don’t wait until the day after to tell me why you did not keep up your end of things—I will not be able to help you. Your classmates depend on you to deliver your presentations when due and to be present to hear and support them.

**Grading**

We will establish criteria (as objective as possible) for judging oral presentations. These criteria will be the principles and techniques (such as having good eye contact) we discuss and practice—I will expect you to use these criteria when assessing your own presentations and when you evaluate your classmates’ work.

Your final grade will be based on the following: Technical and Formal Presentations and Reports (40%); Other Class Presentations (30%); Quizzes (20%); Preparation, Attendance, Punctuality, Assignment Completion, Class Participation & Speech Analysis (10%).

You can earn a maximum of 100 points. Each presentation and quiz will earn a maximum of 5 points. Two assignments and written reports will each earn a maximum of 10 points. The final grade will be based on the total points earned.

This course has no final exam.

**Questions?**

Contact me whenever you have questions. The best way is to email me using our course Blackboard site. (If Blackboard is down or not accessible you may send your message to akulanko@aol.com.) I will have office hours Thursdays 12:00-1:00 pm in Maryland 16 and 4:30-5:00 pm in Hodson 211 and by appointment. If that is not convenient, contact me or my Course Assistant for an appointment at another time.

**Schedule**
8/28
Session 1
Introduction to Oral Presentations
Video on Public Speaking
Read A Speaker’s Guidebook (SG) chapters 1-5
Read Presentation Zen (Zen) chapter 1
(Readings are due the day they appear on the syllabus)

9/4
Session 2
Planning and developing an effective presentation:
Serving the needs of your audience
Criteria for an effective oral presentation
In-class presentation (recorded)
Read SG chapters 6-7 Audience analysis/Topic/Purpose
Read Zen chapters 2 and 3

9/11
Session 3
Quiz #1 on SG chapters 2, 3, 12-13, and 24 and Zen chapters 3-4
Assignment #1: Short (2-4 minutes) Oral Presentation on a
selected topic
Read SG chapters 12-13 Organization
Read SG chapter 24 Informative Speaking
Read Zen chapter 4
Review Speech Coach video

9/18
Session 4
Assignment #2: PowerPoint demonstration (teams) (4-6 minutes)
Read SG chapters 15-17 Introductions, Conclusions, Language
Read SG chapters 25-27 Persuasive Speaking
Read Zen chapter 5
Review Flag Burning video

9/25
Session 5
Assignment #3 (part 1): Persuasive Speaking (1-2 minutes)
Assignment #4: Deliver a Slide Presentation
Read SG chapters 18-20 Delivery
Read SG chapters 21-23 Presentation Aids
Read Zen chapters 6-7 and Tracy chapters 10 and 19

10/2
Session 6
Quiz #2 on SG chapters 15-17 and 25-27 and Zen chapter 5
Assignment #3 (part 2): Persuasive Speaking (3-4 minutes)
Assignment #4: Deliver a Slide Presentation (continued)
Read SG chapters 8-11 Support and Tracy chapters 3-8

10/9
Session 7
Quiz #3 on SG chapters 18-20 and 21-23 and Zen chapters 6-7
Assignment #5: Impromptu Speaking (2-4 minutes)
Assignment #6: Outline of Technical Presentation
The Annotated Presentation (Handout Report)—how to do one
Read SG chapter 14 Outlines and appendix B Answering Questions
Read Tracy chapters 12-14 and 20

10/16 Monday Class Schedule – no class

10/23

Session 8
Assignment #7: Technical Presentations (4-6 minutes)
Assignment #8: Annotated Report for Technical Presentation
Read Zen chapters 8-11

10/30

Session 9
Assignment #7: Technical Presentations—continued

11/6

Session 10
Assignment #9: Extemporaneous Presentations (2-4 minutes)
Assignment #10: Presentation Outline draft due in class
for Final Oral Presentation (see Assignment #11)
Read SG chapters 29-32 Beyond the Classroom

11/13

Session 11
Assignment #11: Final Oral Presentations with Annotated
Presentation Report (8-10 minutes)

11/20

Session 12
Assignment #11: Final Oral Presentations with Annotated
Presentation Report (8-10 minutes)—continued

11/27 SEMESTER BREAK – No Class

12/4

Session 13
Last Class Session
Bonus Day—selected or assigned topics
Final Quiz
Review, Wrap-up and Evaluations
Assignment #1 -- Deliver Information from an Article on Public Speaking

Searching relevant words and phrases, find and read at least two articles on Public Speaking/Oral Presentations published on the web. Select one article to report on to the class. Make sure during your search for a suitable article that you consult the Toastmasters’ website www.toastmasters.org (you need not select your article from it—I want you to know where it is). Please cite the title and URL for the article you selected to report on and post it on the course Blackboard Discussion page. Check the discussion page to ensure you are not proposing to report on an article someone else in class has already chosen.

You will deliver a summary of the information contained in your selected article in a 2-4 minute talk (it will be taped). You will also turn in to me at the end of class a full print-out of the article you are working from.

Presentations will be given September 11.

Assignment #2 – PowerPoint Demonstration

You will be divided into small teams (2 or 3 people) for this assignment. Your task is to meet as a team and go over the PowerPoint software and find some feature that you think would be especially helpful to members of the class, some feature that would strengthen and add value to an oral presentation. You need not presume that the class is full of novices but don’t assume very advanced knowledge either.

Your team will prepare a short oral presentation (no more than 6 minutes, no less than 4 minutes) for the class in which you will introduce the feature, demonstrate it, and describe its usefulness.

Divide up the work of presenting so that each team member is able to speak. Leave a little time for question and answer (about 1 minute should be adequate for one or two questions and brief answers. Obviously you don’t want the question to be “How do you do that again?”). Please practice presenting on a computer.

Presentations will be given in class on September 18.
Assignment #3 – Persuasive Speaking

Part 1 -- You will write and deliver verbatim from your written text a 1-2 minute persuasive editorial on a topic of your choosing. It should be written in a conversational style and employ one or more of the elements of persuasiveness. It should be delivered (read) with appropriate tone and vocal variety.

Presentations will be delivered in class on September 25. A copy of the manuscript should also be uploaded to Blackboard.

Part 2 -- You will deliver a 3-4 minute persuasive presentation on a topic of your choosing using only notes.

Presentations will be delivered in class on October 2.

Assignment #4: Deliver a Slide Presentation

You will deliver a presentation following the Pecha-Kucha format described on page 41 in Presentation Zen. This requires that, while speaking, you show 20 slides for 20 seconds each for a total time of 6 minutes and 40 seconds. The web site pecha-kucha.org provides samples of this format. Select a topic of personal interest that would be appropriate for your audience. Chapter 7 of the Speaker’s Guidebook contains sample topics but you may choose another. Using PowerPoint’s Notes Page view, you will produce and submit a document which shows each slide and in the notes section below the slide, the substance of what you said when that slide was presented to the audience. You will submit a copy of the document to Blackboard and also turn in a printed handout.

Presentations will be delivered in class on September 25 and October 2. A copy of your slides should also be uploaded to Blackboard.

Assignment #5: Impromptu Speaking

You will respond to questions soliciting information about you and your views and opinions, similar to questions asked in job interviews. You will be expected to “think on your feet” and address the questions.

Presentations will be given in class on October 9.

Assignment #6: Outline of Proposed Technical Presentation

To prepare for Assignment #7 (see below), you will first prepare and submit an outline of the proposed presentation. The outline should be in sufficient detail so that a person reading it will know what you propose to say and in what sequence. Bring 4 copies of the outline to class for review and discussion and submit a copy via Blackboard.

Outlines are due October 9.
Assignment #7: Oral Presentation on a Technical Topic

Prepare a short, oral presentation (no less than 4, no more than 6 minutes) that defines a technical term or explains some technical process or a technical or academic subject you know well. Use material from your major area of study at Johns Hopkins or from an internship or from a job, if it involved research of some sort. Do not choose something that most people know about. The topic should be appropriate for our class (your audience), which is not made up of experts and it should be expressible via PowerPoint slides. Do not pick a topic that is not technical, scientific or academic (like how to mix drinks or how to win at playing video games.) See a listing of sample potential topics on our course Blackboard site.

You must pitch your talk so that a non-expert audience (that’s us in class) can understand it. Create at least 3 PowerPoint slides to go with your oral presentation. Save your slides to a USB drive and bring it to class or download it in the classroom. Our classroom computer or your laptop pc can project your slides on the screen in class.

The oral presentations will be delivered October 23 and October 30.

Assignment #8: Annotated Presentation Report of Technical Topic

In addition to delivering the technical presentation required by assignment #7, prepare an annotated presentation report of your talk. You do this by selecting that feature, the Notes Pages view, in PowerPoint. The picture of your slide will be at the top of each page, leaving room for the text of your talk below. The text below should not be verbatim what you said but should give the reader the substance of what you said when the audience viewed the slide. Your annotated presentation report does not have to be printed in color.

It is not unusual to be asked to prepare an annotated presentation of your talk. It can be sent to people who could not attend or provided to your audience as a handout after your talk. In a pinch, someone else could even use the report to deliver the presentation for you. (See the sample annotated presentation report on the course Blackboard site.)

Your annotated presentation report should have a cover page, an executive summary page, and an informative title (that title is the main message of your talk). It should reflect the conversational style of oral speaking. Use all the verbal cues we have been talking about. For example, put in all the markers of speech, such as “I am here to talk to you today about . . .”, and “Moving to my next point...” In preparing the report, refer to the Annotated Presentation checklist which is on our Blackboard site. You need print only one copy of your annotated presentation report. Turn the printed copy in to me at the end of the class session and also submit your annotated presentation report electronically via Blackboard.

The annotated presentation reports are due October 23.
Assignment #9 -- Prepared Extemporaneous Presentation

You will be assigned a topic in class on which you should be knowledgeable and you will be given 10-15 minutes to prepare an oral presentation on that topic. This simulates, for example, a situation where we are asked prior to a scheduled meeting to present our views on the topic that will be discussed at the meeting. You will be expected to speak for at least 2 minutes but no more than 4.

Presentations will be delivered on November 6.

Assignment #10 – Outline for Final Oral Presentation

You will prepare an outline draft of the presentation you are proposing to give for your final oral presentation. The Final Oral Presentation is described below in assignment #11. You will bring 4 copies of the outline to class for review and discussion. Also submit a copy of the outline to me via Blackboard.

Outline draft is due November 6.

Assignment #11 -- Final Oral Presentation with Annotated Report

You will give an 8 to 10 minute Oral Presentation in class. This will be the culminating assignment of the semester. I am looking forward to some excellent Oral Presentations!

Your Oral Presentation may be on any topic you wish, subject to my approval. While the topic is one of your choosing, you should know the material well and it should be appropriate for our class. My primary criteria are that it be informative and interesting. I want you to use at least 5 PowerPoint slides and print out your annotated presentation report that you will hand in to me at the end of the class session. Also submit an electronic copy of your annotated presentation report to me via Blackboard.

Final Oral Presentations will be delivered on November 13 and November 20. The annotated reports are due November 13.
Ongoing Assignments

Additional assignments during the semester will include (1) your written self-assessments of your recorded presentations and (2) written summaries and critiques of selected video discussions and presentations. Self-assessments will be due within one week of giving your presentation. Critiques of selected videos will be due as announced in class.

You will submit written summaries and critiques of the following videos on Blackboard:

- Speech Coach
- Flag Burning (persuasive speaking)

ABET Outcomes

- Ability to communicate effectively
- Knowledge of contemporary issues
- Understanding of professional and ethical responsibility

Relevant Web Sites

- Ted.com
- Slideshare.net
- Pecha-kucha.org
- Garrreynolds.com
- Edwardtufte.com
- Toastmasters.org