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**CETL 8796 - PRESENTATION FOR INTERNATIONAL STUDENTS – FALL SEMESTER 2014**

**COURSE:** CETL 8796

**REQUIRED TEXT**: Class Notes

**TIME:** MW(F) 1:05 – 1:55

**LOCATION:** Clough Commons 363

**INSTRUCTOR:** Jane Chisholm

**OFFICE:** 103 O’Keefe Building

**E-MAIL ADDRESS:** [**jane.chisholm@pe.gatech.edu**](mailto:jane.chisholm@pe.gatech.edu) **/** [**jane.chisholm@gmail.com**](mailto:jane.chisholm@gmail.com)

**PHONE:** 404-894-8759 / 678=640-9051

**OFFICE HOURS:** 12:30 – 1 // 2 – 2:30 M/W by Appointment

**Course Description**

This is an advanced oral presentation skills class designed to help graduate students to improve their presentation skills and to be more successful in spoken interactions in academic and professional situations. Students are required to attend an assessment/planning meeting and are provided opportunities for other individual tutorials throughout the semester.

**Learning Outcomes**

If you successfully pass this course, you will be able to do the following by the end of the course:

1. Prepare a well-organized, engaging presentation.
2. Respond to, paraphrase, and redirect audience questions and answer appropriately.
3. Develop clear, helpful slides and other visuals with minimal detail.
4. Understand the differences between spoken and written English.
5. Recognize anxiety-producing situations and apply strategies for handling fear and anxiety to gain more confidence in speaking.
6. Apply useful strategies for getting and maintaining audience attention, including the use of voice, pausing, hand and facial gestures, eye contact, and body movement.
7. Recognize your specific pronunciation problems and polish your speaking in terms of the suprasegmental features (e.g., intonation, rhythm, stress, pitch, rate, assimilation, linking, and pausing) of American English.

**Course Prerequisite**

None. However, it is suggested that you take CETL 8793 before taking this class.

**Attendance**

You must attend a minimum of 80% of the classes. That is, you cannot miss more than 6 hours of class (about 4-5 classes). Class attendance is imperative because much of what we do in class is “hands-on” learning, which means that you cannot necessarily review the class material outside of class. Thus,if you think that you will miss more than this number (e.g., you will attend several conferences or departmental seminars, or you will travel to your home country), then you should drop the class and take it at a later date.

Although scheduled to meet three times a week, the entire class will meet only twice a week during most weeks. Specifically, during the last four weeks, some students will be assigned to come on Wednesdays and some on Fridays. Other Fridays will be reserved for individual or small group meetings (for pronunciation or presentation practice). In addition, on an as-needed basis, you will also be able to set up individual appointments to work on a presentation or pronunciation.

To pass this class and receive credit, you must attend at least 24 of the 28 Monday and Wednesday/Friday class meetings, and other Fridays if you are requested to meet on those days. In addition, you must successfully complete all course assignments. Therefore, if you know that you will miss more than this number of classes, I advise you to consider taking this course at another time.

**Assignments:**

1. Fill out General Questionnaire and send back to me by the first class meeting.
2. Send one or two of your most recent slide presentations.
3. Send me the first page of three key papers from your specific field of study.
4. Evaluate of set of PowerPoint slides
5. Re-make a set of slides
6. Deliver three presentations (5 minutes each).
7. Self-evaluate the third presentation
8. Deliver 2-3 short presentations.
9. Meet one-on-one with the instructor for a minimum of 2-1/2 hours (usually to prepare for one of the above presentations).

Please send the above (# 1, 2, an 3) to [jane.chisholm@gmail.com](mailto:jane.chisholm@gmail.com)

First two weeks:

You will prepare a five-minute slide presentation that either (1) discusses the main topic, the methodology, and the goals of your research; or (2) defines a concept in your field that you have expertise in: definition, significance, and current or future applications. For this assignment, you will set up a 20-minute meeting with me during the first two weeks of the semester to deliver your talk. This presentation will allow me to assess your current skills as a presenter and any pronunciation issues that you need to be concerned about.

During the semester, you will be delivering at least three presentations and several short speaking and other assignments (to be announced).

**Instructor’s Make-up Policy**

If you miss a presentation during the day on assigned day that they delivered, you must still deliver the presentation under the terms set by the instructor.

**Course Syllabus**

Here is the weekly plan of what we will be doing in class. I will let you know any changes to the plan.

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| Week | Dates | Learning Outcomes |
| Week 1 | Aug. 18 - 22 | Overview of Course  Questionnaires: Presentation discussions  **Assignments: (1) Assessment meeting – sign up; (2) send recent slide presentation; (3) send the first page of three key papers in your field.** |
| Week 2 | Aug. 25 - 29 | Designing effective slide presentations/necessary parts of a slide **Assessment: Slide renovations** |
| Week 3 | Sept. 1 - 5 | Slide presentation and renovations” |
| Week 4 | Sept. 8 -12 | Parts of a Presentation - Introductions  Pronunciation and Enunciation  Identifying important technical words and phrases in your field  **Assignment: Pronunciation/Enunciation of technical words (details of the assignment will be announced)** |
| Week 5 | Sept. 15 - 19 | Introductions  Pronunciation/Pausing/Stress/Intonation |
| Week 6 | Sept. 22 - 26 | Non-verbal communication (i.e., body language) |
| Week 7 | Sept. 29 - 3 | Non-verbal communication (i.e., body language)  **Assignment: Process presentation** |
| Week 8 | Oct. 6 - 10 | Preparation for the presentation |
| Week 9 | Oct. 13 - 17 | **No classes. Fall Break.** |
| Week 10 | Oct. 20 - 24 | Steps of a presentation  Transitioning |
| Week 11 | Oct. 27 - 31 | Process presentation  Differences between spoken and written English |
| Week 12 | Nov. 3 - 7 | Process presentation  Concluding and answering questions  Introducing a speaker |
| Week 13 | Nov. 10 -14 | Interviewing Skills  Assignment: Preparation for an interview |
| Week 14 | Nov. 17 - 21 | Interviewing (2 days)  Preparation for final presentation |
| Week 15 | Nov. 24 -28 | Interviewing (2 days)  Preparation for final presentation |
| Week 16 | Dec. 1 - 5 | **Final presentations (5-6 minute presentation—details about assignment will be announced)** |

**MEETING SCHEDULE: SPEAKING ASSESSMENTS --Aug. 26-30 (CETL 8796)**

For next week, prepare a 5-minute presentation that either (1) discusses the main topic, methodology, and the goals of your research; or (2) defines a concept in your field that you have expertise in: definition, significance, and current or future applications. The presentation should not necessarily be “dumbed down” (e.g., simplified) for me. Present information that you think you would present at a conference. Please adhere to the 5-minute limit.

Please send me **two** choices of times that will work for you.

**Friday, Aug. 22** (Room to be announced)

9 – 9:20 \_\_\_\_\_

9:20 – 9:40 \_\_\_\_\_

9:40 – 10 \_\_\_\_\_

10 – 10:20 \_\_\_\_\_

10:20 – 10:40 \_\_\_\_\_

10:40 – 11 \_\_\_\_\_

(Meetings below in O’Keefe Building, Room 115)

1 – 1:20 \_\_\_\_\_

1:20 – 1:40 \_\_\_\_\_

1:40 – 2 \_\_\_\_\_

2 – 2:20 \_\_\_\_\_

2:20 – 2:40 \_\_\_\_\_

2:40 – 3 \_\_\_\_\_

3:20 – 3:40 \_\_\_\_\_

3:40 – 4 \_\_\_\_\_

Monday, Aug. 25 (Room to be announced)

9 – 9:20 \_\_\_\_\_

9:20 – 9:40 \_\_\_\_\_

9:40 – 10 \_\_\_\_\_

10 – 10:20 \_\_\_\_\_

10:20 – 10:40 \_\_\_\_\_

10:40 – 11 \_\_\_\_\_