COM 230: TECHNIQUES OF SPEAKING

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**COURSE OVERVIEW**

Your ability to communicate can play a considerable role in your professional success. This course is designed to aid you in developing your abilities to communicate effectively. You will develop a greater awareness and knowledge of rhetorical and organizational techniques for effective communication. You will also learn technical aspects of speaking such as gesture, eye contact, and voice and the effective use of visual aids in spoken communication. By the end of the term, you should be a more proficient speaker.

**COURSE EVALUATION**

attendance/participation 50 pts.

Self introduction (2-3 minutes)

presentation 1 50

presentation 2 50

presentation 3 50

200 total

**DESCRIPTIONS OF REQUIREMENTS**

1. Attendance/participation:

Punctual attendance at each class is critical. You can expect your attendance grade to be lowered 10% for each class period you are absent.

Participation is also important. You are expected to listen to the presentations (please close all laptops) and to critique them intelligently and responsibly.

2. Presentations:

During the course, you will give four “presentations.” You are responsible for coming up with a topic and with providing necessary support/evidence. If you have questions, speak to me.

**MATERIALS**

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**Grading Scale:**

A+ 97-100 C+ 73-76

A 93-96 C 73-76

A- 90-92 C- 70-72

B+ 87-89 D+ 67-69

B 83-86 D 60-66

B- 80-82 F <60

**PLAGIARISM/ACADEMIC HONESTY**:

For further information, please consult

[**http://www.drexel.edu/provost/policies/academic\_dishonesty.asp**](http://www.drexel.edu/provost/policies/academic_dishonesty.asp)

and

[**http://drexel.edu/studentaffairs/community\_standards/studentHandbook/general\_information/code\_of\_conduct/**](http://drexel.edu/studentaffairs/community_standards/studentHandbook/general_information/code_of_conduct/)

**ADD, DROP AND WITHDRAWAL POLICIES**

* You can **add** this course until the end of week 2: see [**http://www.drexel.edu/provost/policies/course\_add.asp**](http://www.drexel.edu/provost/policies/course_add.asp)If you add this course after the start of the term, you are responsible for completing ALL work that you may have missed.
* You can **drop** this course until the end of week 2; the course will then be removed from your transcript: see  
  http://www.drexel.edu/provost/policies/course\_drop.asp
* The course **withdrawal** deadline is [DATE on Online Calendar]. You will have received some graded work prior to this deadline. If you have any questions about your progress at any time of the term, please contact me. If you choose to Withdraw, a “W” will be recorded in your transcript  
   See http://www.drexel.edu/provost/policies/pdf/course\_withdrawal.pdf.

**DISABILITY ACCOMMODATIONS**

It is the University's policy to provide a learning environment that provides all students with the opportunity to realize their full potential. To this end, the goal of the Office of Disability Resources ("ODR") is to assist students with disabilities in becoming self-sufficient, independent, and successful members of the University's community and to provide students with disabilities with equal opportunity of access to University courses, programs, facilities, services, and activities. Students seeking reasonable accommodations for their disabilities must first register with ODR. The staff of ODR will work closely with students to review medical documentation, assess their individual needs, and link them with the services necessary to ensure them the opportunity to participate fully in college life. The Office of Disability Resources website can be found at [**http://www.drexel.edu/oed/disabilityResources/Overview/**](http://www.drexel.edu/oed/disabilityResources/Overview/)

**The four presentations are described below:**

Self introduction: Introduce yourself to the class. Tell us something about you.

Presentation 1: Process Description

Explain a process to a technical/professional audience. The process may be how something works (so that the audience understands the process) or how to do something (so that the audience can carry out the process). Your topic should be one that you are comfortable with and that is related to your major or to your co-op experience.

Presentation 2: Technical Explanation

Explain an abstract technical or theoretical concept from your field to this audience (the class). To succeed you will need to provide good examples and metaphors and use appropriate visual aids.

Presentation 3: Persuasive

Persuade your audience. Depending on your topic, you will probably have one of the following aims:

•If the topic is controversial, your audience should understand your viewpoint and should appreciate this viewpoint, even if they are not persuaded fully to accept your argument; or

•If your topic is one where some action needs to be taken, the audience should be persuaded that a problem exists and that they need to take appropriate action.

Additional Comments on Presentations:

Presentations should be 5-7 minutes long and should use appropriate visual aids. I will time the presentations and you should expect to finish within the prescribed time (+/- 30 secs).

For each of your presentations, you will need to use visual aids. During the course, I want you to use each of the following at least once:

1. PowerPoint

2. Flip charts and/or chalk board

3. Handouts and/or objects

All presentations are extemporaneous, not memorized or read. You may use notes.

Present yourself professionally, dressed appropriately. Standard English is expected.

Finally, you must give your presentations on the assigned dates. There are no make-ups.

**SCHEDULE**

All readings are to be completed for the dates indicated.

The instructor maintains the right to deviate from the following schedule.

**WEEK FOCUS**

1 Introduction to the course-- Overview of the speech-making process, Communication Apprehension, chaps. 1-4

2 Self Introductions, Chaps. 5-9, 11, 14

3 First presentation

4 “

5 Chaps. 10,12,13, 15, 17

6 Second Presentation

7 “

8 Persuasion, chap. 16

9 Third Presentation

10 “