Instructor: Tonya L. Riney

Phone: 336.402.2404
Email: tlriney@uncg.edu

Class times: Mondays: 5:30-6:45
August 24, 31
September 14, 21, 28
October 5, 19, 26
November 2, 10, 17

Course Description
Our course emphasizes public speaking in a business environment. We will work to enhance public speaking schools as well as strategies to improve confidence and delivery.

Objectives
At the completion of this course, students should be able to
1. Identify the verbal and nonverbal behaviors associated with good public speaking skills.
2. Have improved skills in public speaking.
3. Develop logos, pathos and ethos as strategies for developing good presentations.
4. Recognize the importance of listening as a communication strategy.
5. Identify and emulate the behaviors necessary to network in public events.
6. Identify and demonstrate the primary organizational strategy for presentations.
7. Identify and demonstrate presenting via an online tool such as Skype.

Participation
The class is participation-intensive, and your grade will reflect this. As public speaking requires that you be physically present to do it, your grade in this class will be STRONGLY reflected by your attendance.

You are required to learn each student's name in the class.

Distractions
Cell phones and pagers are an extremely rude distraction to other students and the instructor during class. More importantly, a cell phone could derail a less confident student presenter, which could be tragic to the student. Please be courteous and turn your phones to silent mode.

Performance Review System

<table>
<thead>
<tr>
<th>Participation/Attendance</th>
<th>20%</th>
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<tbody>
<tr>
<td>First Presentation</td>
<td>20%</td>
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<tr>
<td>Team Presentation</td>
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<tr>
<td>Second Presentation</td>
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<tr>
<td>Third Presentation</td>
<td>10%</td>
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<tr>
<td>General Attitude and Effort</td>
<td>10%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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<tr>
<td>Class Date</td>
<td>Readings &amp; Discussion</td>
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| **August** | **24** *Course Introduction*  
Student self-evaluation and needs assessment.  
Introduction to nonverbal and verbal behaviors critical to successful public speaking.  
The Confidence Myth.  
Reading Assignment #1 |
| **September** | **7** LABOR DAY - NO CLASS |
| **September** | **14** First presentations |
| **September** | **21** Presentations continued.  
Presentation recap - what did we learn? What do we need to improve?  
Reading Assignment #2 |
| **October** | **5** Discussion of Team Presentation |
| **October** | **12** FALL BREAK - NO CLASS |
| **October** | **21** Team Presentations |
| **October** | **28** Impromptus |
| **November** | **2** Listening and its role in effective communication. |
| **November** | **10** |
| **November** | **17** Wrap-up |
Reading Assignment #1

http://www.public-speaking.org/public-speaking-articles.htm

Please read the following sections (and all related sub-sections)

- Audience (3 subs)
- Audio Visual and Props (7 subs)
- Banquet Speaking (2 subs)
- Body of Speech (2 subs)
- Closings
- Genius Techniques & Gimmicks (3 subs)
- Handouts
- Humor (42 subs)

Reading Assignment #2

http://www.public-speaking.org/public-speaking-articles.htm

Please read the following sections (and all related sub-sections)

- International Issues (5 subs)
- Openings (2 subs)
- Organization (3 subs)
- Performance Techniques (19 subs)
- Personal Appearance (3 subs)
- Practice (2 subs)
Presentation Topics:

First: Topic related to work – the job you want to have, a presentation you gave, need to give, etc.
Second: (online – job interview)
Group: sections of the public speaking site

Activities Schedule

Day 1

Attendance
Introduction and goals for the class
Circle Question
Self-assessment for public speaking
Teacher assessment – (2 minute introductions for another student in the class)
Discuss first speech assignment
Audience Analysis exercise?
Reading materials for Day 2: Students will be paired and will provide a 2-3 minute summary presentation of the reading materials

Day 2

Attendance
Circle Question
Paired summaries of reading material
First presentations

Last year had them meet each other and introduce themselves to the group –

They needed to complete a presentation that was relevant to their work.