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| **College English III Oral Training and Presentation Skills** | | | | |
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| 學分數 | 2.0 | 開課單位 | 外文通識 | 0933-088-508 |
| **Synopsis課 程大綱**  Students need to learn and practice skills that build confidence and fluency. I believe that this practice can and should be animated and enjoyable. This course combines listening and speaking activities with skills you need to organize and give a dynamic presentation. Creating and explaining effective visuals will also be covered. There will be substantial exercises and activities for students to engage in “‘The Four Ps’: PLAN, PREPARE, PRACTICE, PERFORM” in class. College English III Oral Training and Presentation Skills is a one-semester course, designed to help students at the intermediate to advanced levels to become comfortable and experienced in English used in academic and professional environments for presentation purposes. | | | | |

**Course Goals 課 程目標**

At the end of the course students will be able to:

* Deliver a presentation with acceptable posture, eye contact, and voice inflection
* Structure a presentation with an introduction, body, and conclusion with appropriate transitions
* Make and use a variety of visuals including graphs, diagrams, flow charts, and bullet charts
* Evaluate presentations critically but fairly

Students will have presented:

* An informative speech
* A demonstration speech
* A comparison/contrast speech
* A persuasive speech

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| **Tentative Schedule for CEIII Oral Training and Presentation Skills 99-2** | | |
| **Dates** | **Unit** | **Topic** |
| 1. 2/21-25 |  | Introduction activities  The Three Messages in a Speech |
| 1. 2/28-3/4 | 1 | Lesson: Posture and Eye Contact (Pgs. 7-14) |
| 1. 3/7-11 | 2 | Lesson: Gestures Pgs. 18-24  **HW:** Prepare The Informative speech   * DVD Episode 1, Pgs. 15-17 and handout on Moodle |
| 1. 3/14-18 |  | * Platform Activity * Performance of Informative Speeches |
| 1. 3/21-25 | 3 | Lesson: Voice Inflection Pgs. 28-35  **HW:** Prepare the Demonstration Speech  DVD Episode 3, Pgs. 36-38 and handout on Moodle |
| 1. 3/28-4/1 |  | * Voice Inflection Activity * Performance of the Demonstration Speech |
| 1. 4/4-4/8 | 4 | Lesson: Effective Visuals Pgs. 39-48, DVD Episodes 4 & 5  **HW:** Prepare Country Comparison Speech PPT with partner  Pgs. 49-50 and handout on Moodle |
| 1. 4/11-15 | 5 | Lesson: Explaining Visuals Pgs. 51-55  **HW:** Finalize visuals and practice Country Comparison Speech   * Pg. 56 and handout on Moodle |
| 1. 4/18-22 |  | * Performance: Country Comparison (Teacher evaluated) |
| 1. 4/25-29 |  | * Performance: Country Comparison (Teacher evaluated) * Videos and activities |
| 1. 5/2-5/6 |  | **Midterm test on Units 1-5**  Lesson: The Story Message, Presentation Structure |
| 1. 5/9-13 | 6 | **Wednesday:** Elevator presentation |
| **Friday:** The Introduction; topic brainstorming with partner.  ***Sign-up sheet: Topic must be “OKed” by Cheryl by the next class***.  **HW:** Plan / Prepare introduction of Persuasive Product Presentation with partner   * Print introduction slides (3 slides on one A4 page) to turn in. |
| 1. 5/16-20 | 6 | **Wednesday:** The Introduction; topic brainstorming with partner.  **HW:** Plan / Prepare introduction of Persuasive Product Presentation with partner  ***Sign-up sheet: Topic must be “OKed” by Cheryl by the next class***.   * Print introduction slides (3 slides on one A4 page) to turn in. |
| **Friday: No class (Sports Day)** |
| 1. 5/23-27 | 7 | Performance of introduction of Persuasive Product Presentation (rotating pairs, each partner three times).  Lesson: The Body: evidence, numbers, transitions  **HW:** Plan & prepare body of Persuasive Product Presentation; print handouts of any introduction revisions and body (3 slides on one A4). |
| 1. 5/30-6/3 | 8 | Practice Introduction and body in groups; Conclusion  **HW:** Plan & prepare conclusion of Persuasive Product Presentation |
| 1. 6/6-6/10 | **Final presentations** | |
| 1. 6/13-6/17 | **Final presentations** | |

**Teaching Methods教學方式**

The material from the required textbook and other sources will be presented in a lecture-workshop mode, where significant work will be done in class. Please note these important points:

1. The class will be conducted entirely in English.
2. Positive student-student and student-teacher interactions will be emphasized.

**Course Expectations 課程要求**

**To do well in this class:**

* + Make a commitment to come to the class prepared every week on time.
  + Complete assignments on time.
  + Check your email and the Moodle platform regularly.
  + Participate actively in pair/group discussions
  + Take responsibility for your own learning: be pro-active in keeping up with assignments and requirements.

**Late hand-in of homework will NOT be accepted (even if you are absent the week before).** You must find out about homework assignments on any day you are absent. I will try to post them on the online course system, but if you don’t see an announcement, I strongly suggest that you email your CA to confirm any homework assignments or change of schedule if you are absent. If you choose to ask a classmate, make sure he or she is someone who really knows what is going on in class.

**Quizzes, presentations, and Exams** **CANNOT BE MADE UP IF MISSED, except in case of serious illness, family situation. In these cases, you must contact me BEFORE the exam date to make other arrangements.**

**Doing the following during class will affect your participation/Performance marks:**

* Talking on or answering your cell phones
* Sending text messages, sleeping, or eating in class.
* Talking to classmates while your instructor or classmate is speaking to the whole class.

**Attendance Policy:**

* Attendance will be taken every class.
* Three times tardy is equal to one unexcused absence.
* With six unexcused absences, a student is ineligible to give final presentation.
* **請假 Excused absences:** Only for serious illness, family situations, or official school activities. Appropriate documentation from NCCU is required for excused absences.

**Weekly attendance points:**

The point system for attendance determines your attendance grade, which is 20% of your final grade. You will be granted one “free absence”, meaning points will not be deducted for one absence during the semester, but will still be recorded as unexcused absences. If you join the class during the drop and add period, your absence from the first classes will count as your “free absence,” even if you were not officially enrolled. If you have six unexcused absences (including the the “free” one) you will not be allowed to present your final presentation. The “free absence” is to give you some flexibility in case you were unable to attend the first week of the class or have other personal obligation or event in your department.

**Attendance points:**

* 1 point: present when name called or groups gather at beginning of class.
* 0 points: tardy, or absent for one period (first or second), and of course if absent.
* Note: if you are late, it is your responsibility to tell me you were tardy. If you don’t, you will be counted absent--unexcused.

**Plagiarism and cheating**

* If any student is found to have copied any part of an assignment from any other source, the student will get a “0” for that assignment and be asked to do it again. If a student is caught plagiarizing a second time, he/she will fail the course with a miserably low grade. If any student is found to have cheated on a quiz or test, the same policy will stand.

**Special needs**

If any student has any special needs due to a physical or mental handicap, please let me know so that any arrangements can be made to facilitate your success in this class.

**評分標準Grading**

Final grades will be determined by the following:

* Presentations (2 minor, 1 major with partner): 20%
* Midterm exam: 20%
* Final Pair Presentation: 40%
* Attendance: 20%

**REQUIRED Textbook 參考書目**

Title: Speaking of Speech New Edition (Includes DVD)

Authors: David Harrington and Charles LeBeau

Publisher: Macmillan Language House/Macmillan Publishers Limited

**Will be available at the bookstore on the NCCU campus.**