

课程详述

COURSE SPECIFICATION

以下课程信息可能根据实际授课需要或在课程检讨之后产生变动。如对课程有任何疑问，请联系授课教师。

The course information as follows may be subject to change, either during the session because of unforeseen circumstances, or following review of the course at the end of the session. Queries about the course should be directed to the course instructor.

1.	课程名称 Course Title	公共演讲 (Public Speaking)				
2.	授课院系 Originating Department	语言中心 Center for Language Education				
3.	课程编号 Course Code	GE2229				
4.	课程学分 Credit Value	2				
5.	课程类别 Course Type	通识选修课程 General Education (GE) Elective Courses				
6.	授课学期 Semester	夏季 Summer 或 秋季 Fall 或 春季 Spring				
7.	授课语言 Teaching Language	英文 English				
8.	授课教师、所属学系、联系方式 (如属团队授课, 请列明其他授课教师) Instructor(s), Affiliation & Contact (For team teaching, please list all instructors)	Li Zhuo liz@sustech.edu.cn				
9.	实验员/助教、所属学系、联系方式 Tutor/TA(s), Contact	无 NA				
10.	选课人数限额(可不填) Maximum Enrolment (Optional)					
11.	授课方式 Delivery Method	讲授 Lectures	习题/辅导/讨论 Tutorials	实验/实习 Lab/Practical	其它(请具体注明) Other (Please specify)	总学时 Total
	学时数 Credit Hours	32	0	0	0	32

12. 先修课程、其它学习要求 Pre-requisites or Other Academic Requirements	CLE030 EAP or CLE003 English for Academic Purposes III or GE2000
13. 后续课程、其它学习规划 Courses for which this course is a pre-requisite	无 (None)
14. 其它要求修读本课程的学系 Cross-listing Dept.	无 (None)

教学大纲及教学日历 SYLLABUS

15. **教学目标 Course Objectives**

<p>Through successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1) understand the importance of verbal and nonverbal communication; 2) identify the reasons for presenting; 3) know how to construct a speech or a presentation for a particular audience; 4) structure a speech or a presentation for clarity and conciseness; 5) use visual aids to improve presentation; 6) deliver engaging speeches and high-impact presentations; 7) demonstrate confidence and proficiency in giving a technical presentation.
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16. **预达学习成果 Learning Outcomes**

<p>The goal of this course is to promote science and technology undergraduate students' public speaking skills. With an emphasis on application of content, this course requires students learn to deliver effective speeches and presentations through applying the principles learned in class. Upon finishing this course, students will be able to:</p> <ol style="list-style-type: none"> 1. understand and apply the basic principles of public speaking; 2. use visual aids, appropriate verbal and nonverbal language in speech delivery; 3. develop public speaking skills for informative, persuasive, and impromptu speeches; 4. make scientific talks effectively; 5. apply critical thinking to preparing and critiquing speeches.
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17. 课程内容及教学日历 (如授课语言以英文为主, 则课程内容介绍可以用英文; 如团队教学或模块教学, 教学日历须注明主讲人)
Course Contents (in Parts/Chapters/Sections/Weeks. Please notify name of instructor for course section(s), if this is a team teaching or module course.)



Main contents

The main contents of this course include:

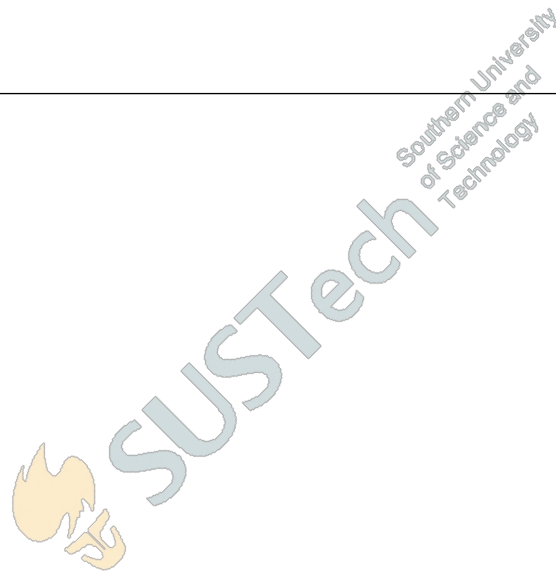
1. Introduction to public speaking
2. Rhetoric & ethics of public speaking
3. Listening effectively, analyzing your audience, & visual aids
4. Informative speech
5. Persuasive speech
6. Impromptu speech
7. Critiquing speeches
8. Public speaking for scientists and engineers
9. Talk like TED
10. Using language effectively and speaking confidently

Week	Topics Discussed & Class Activities	Assigned Reading (to all)	Notes
1	Weekly Talk Appreciation	Finish Module 1 1) Review: Video 2) Preview: a. Introduction to public speaking (What is public speaking) b. Introductory speech	Self-practice & self-recording: introductory speech
	WELCOME and introduction to the course: syllabus, course agenda, course web		
2	Weekly Talk Appreciation	Finish Module 2 1) Review: Talk video 2) Preview: Rhetoric & Ethics of Public Speaking	
	Introduction of Public Speaking American Accent Training		
3	Weekly Talk Appreciation	Finish Module 3 1) Review: Talk video 2) Preview: Listening effectively and critically, analyzing your audience, & visual aids	
	Rhetoric & Ethics of Public Speaking		





4	Weekly Talk Appreciation	Finish Module 4 1) Review: Talk video 2) Preview: Informative speech (I)	Sign up for group informative speech (midterm) In- class practice: Speech analysis (1st recording)
	Listening effectively, analyzing your audience, & visual aids		
5	Weekly Talk Appreciation	Finish Module 5 1) Review: Talk video 2) Preview: Informative speech (II)	Submit reflective journal 1 (about your performance in Week 4's group presentation)
	Informative speech (I)		
6	Weekly Talk Appreciation	Finish Module 6 1) Review: Talk video 2) Preview: Outlining your speech and delivering your speech	1) Start working on midterm speech 2) Submit midterm topics in class 3) Submit group posting
	Informative speech (II)		
7	Weekly Talk Appreciation	Resource: Module "Midterm Preparation" 1) Review: Talk video 2) Prepare group presentation	1) Submit individual responses to group postings for extra points 2) Keep working on midterm speech NO CLASS for Class 2: Apr. 5th, Fri. (Qingming Festival/ Grave Sweeping Day)- TBD
	Outlining your speech and delivering your speech		





Week	Topics Discussed & Class Activities	Assigned Reading (to all)	Notes
8	Midterm	Finish Module 7 1) Review: Talk video 2) Preview: Persuasive Speech (I)	
9	Weekly Talk Appreciation	Finish Module 8 1) Review: Talk video 2) Preview: Persuasive Speech (II)	
	Persuasive Speech (I)		
10	Weekly Talk Appreciation	Finish Module 9 Resource: Module "Final Preparation" 1) Review: Talk video 2) Preview: Impromptu Speech	
	Persuasive Speech (II)		
11	Weekly Talk Appreciation	Finish Module 10 1) Review: Talk video 2) Preview: Critiquing speeches	
	Impromptu Speech		
12	Weekly Talk Appreciation	Finish Module 11 1) Review: Talk video 2) Preview: Public speaking for engineers	Final Starts: Persuasive speech (Group 1)
	Critiquing speeches		
13	Weekly Talk Appreciation	Finish Module 12 1) Review: Talk video 2) Preview: Talk like TED	1) Submit speech talk critique (self-critique of midterm speech) 2) Persuasive speech (Group 2) 3) Student-teacher conferences (Group 1)
	Public speaking for scientists & engineers		
14	Weekly Talk Appreciation	Finish Module 13 1) Review: Talk video 2) Summary: Language use	1) Persuasive speech (Group 3) 2) Student-teacher conferences (Group 2)
	Talk like TED		
15	Weekly Talk Appreciation	Review: Talk video	1) Persuasive speech (Group 4 & 5) 2) Student-teacher conferences (Groups 3)
	Using language well Speaking Confidently Personal critiques on final speech Self-evaluations & peer feedback		
16	NO CLASS	NONE	1) Student-teacher conferences (Groups 4 & 5) if not finished in Week 15 2) Submit reflective journal 2 (about your performance in the final)

18.

Books

Donovan, J., & Avery, R. (2014). *Speaker leader champion: Succeed at work through the power of public speaking* McGraw-Hill Education.

Emden, J. v., & Becker, L. (2010). *Presentation skills for students* (2nd ed.) Palgrave Macmillan.

Gallo, C. (2015). *Talk like TED: The 9 public-speaking secrets of the world's top minds* St. Martin's Griffin.

Gallo, C. (2010). *The presentation secrets of Steve Jobs how to be insanely great in front of any audience*. New York: McGraw-Hill.

Grice, G. L., & Skinner, J. F. (2009). *Mastering public speaking* (7th ed.) Pearson.

Kenny, P. (1982). *A handbook of public speaking for scientists and engineers*. CRC Press.

Lloyd-Hughes, S. (2011). *How to be brilliant at public speaking: Any audience. Any situation*. Malaysia: Person Education Limited.

Magnacca, M. (2009). *So what?: How to communicate what really matters to your audience* (1st ed.) FT Press.

Moore, M. (2007). *Teach yourself public speaking from butterflies to self-confidence*. iUniverse Publishing.

Morrisey, G. L., Sechrest, T. L., & Warman, W. B. (1997). *Loud and clear: How to prepare and deliver effective business and technical presentations* (4th ed.) Basic Books.

Nathans Kelly, T., & Nicometo, C. G. (2014). *Slide rules: Design, build, and archive presentations in the engineering and technical fields*. Hoboken, New Jersey: Wiley-IEEE Press.

Nurske, L. (2006). *Public speaking and technical writing skills for engineering students*. Lakeshore Press.

Reynolds, G. (2008). *Presentation Zen: Simple ideas on presentation design and delivery*. Berkeley, CA: New Riders.

Sullivan, R. L., & Wircenski, J. L. (2010). *Technical presentation workbook: Winning strategies for effective public speaking* (3rd ed.) ASME Press.

Wood, M. (2003). *Teach public speaking to anyone! A building block approach* New Insight Publications.

Webs:

<https://www.ted.com/>

<https://www.coursera.org/learn/public-speaking>

<https://www.coursetalk.com/subjects/public-speaking/courses>

<http://www.emerson.edu/news-events/emerson-college-today/edelstein-gives-talk-teaching-public-speaking#.VhkmHvmqqko>

课程评估 ASSESSMENT

19. 评估形式 Type of Assessment	评估时间 Time	占考试总成绩百分比 % of final score	违纪处罚 Penalty	备注 Notes
出勤 Attendance				
课堂表现 Class Performance		20%		Class preparation, participation and online discussion (10%), peer evaluation (10%)
小测验 Quiz				
课程项目 Projects				

平时作业 Assignments	40%		Group posting (10%), Individual electronic portfolio (30%)
期中考试 Mid-Term Test	20%		Group informative presentation
期末考试 Final Exam	20%		Individual persuasive speech
期末报告 Final Presentation			
其它（可根据需要 改写以上评估方式） Others (The above may be modified as necessary)			

20. 记分方式 **GRADING SYSTEM**

- A. 十三级等级制 **Letter Grading**
 B. 二级记分制（通过/不通过） **Pass/Fail Grading**

课程审批 REVIEW AND APPROVAL

21. 本课程设置已经过以下责任人/委员会审议通过
This Course has been approved by the following person or committee of authority

语言中心 Center for Language Education

