

Spring 2021

ENG 340-H04: Oral Presentations

Carol Johnson

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English 340 H04 – Oral Presentations – Spring 2021
Converged, Culm Lec 3, Tu / Th 12:30-1:50

Eng 340 – Oral Presentations (*Prerequisites: HUM 102 and one History and Humanities GER 200 level course with a grade of C or higher*): Instruction and practice in effective oral presentations. Students deliver a wide range of presentations adapted to the needs of a variety of audiences. Topics include voice and diction, presentation skills, the effective use of visual aids, reporting technical material and audience analysis. This course satisfies the three credit 300 GER in History and Humanities.

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Hours: online by email appointment

Eng. 340 Oral Presentations – Syllabus

Course Goals:

In this course you will learn to:

- ◆ Tolerate fear to speak in front of an audience
- ◆ Create a professional online presence
- ◆ Communicate in small and large online groups
- ◆ Use adequate volume
- ◆ Time presentations exactly
- ◆ Integrate visuals and videos

Assignments & Grading:

- ◆ **Attendance is required** and is **graded**: 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you are absent due to illness or other problems, email me *before* class.
- ◆ All grading will be done numerically (if an assignment is worth 10%, it will receive a grade from 1 to 10) which will be added at the end of the semester. Grades are not fully recorded in Canvas. Small assignments receive full credit after completion.

Final Grades:

A = 93 – 100 B+ = 86 – 92 B = 80 – 85 C+ = 75 – 79 C = 70 – 74 D = 65 – 69 F = 0 – 64

Presentation Hints:

- Most assignments are graded on exact timing. Use a stopwatch to practice.
- When creating slides, use more images than text.
- Use a LARGE FONT (over 20 points).

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- Pay attention to your voice projection online.
- Pay attention to your webcam image and background.

Overall Assignment Descriptions:

Jobs Presentation

Choose your own topic. You can discuss jobs you have had (including volunteer positions), your dream job, the job of someone you know (such as a parent, friend, or sibling) or report on types of jobs (best, worst, highest / lowest paying). There are three parts to this assignment: brainstorming, media integration practice (to work out technical issues) and the full, 8-10 minute presentation.

- **Part 1 – Brainstorming 5%**
- **Part 2 – Media Integration Practice 5%**
- **Part 3 – Full Presentation 15%**

Video Interviews

You will be given a list of difficult job interview questions. Choose two, compose your answers and then make two *separate* videos of yourself answering each question, approximately one minute each. Upload the videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas. **Note:** It is important to submit this assignment **on time** for peer review.

- **Part 1 – Recording Videos 10%**
- **Part 2 – Peer Reviews 5%**

World View Presentation

Choose a topic you enjoy or are interested in and want to learn more about. The topic should be one aspect of the world around us – global, economic, political, arts, health & medicine. Your 8–12 minute presentation will be a summary of the research you have done on the topic with your conclusions. There are two parts to this assignment and the full presentation will be done in class, online.

- **Part 1 – Brainstorming 5%**

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- **Part 2 – Full Presentation 25%**

TV News Group Project

This assignment is mainly for fun and practice working in groups. Prepare a pre-recorded television newscast on real or fake news (the group will decide on the subject-matter) in groups of four or five. Three or four “anchors” should speak, with background images and/or video assembled by the media manager. A Project Manager is responsible for managing participants and the media manager is responsible for assembling media. We will view the presentations in class and vote for the best presentation at the end (**10%**).

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Assignments

Assignment Name and Description	Length	%
<p>Class Participation – 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you must be absent, email me <i>before</i> class.</p> <p>Purpose: attendance is the single most important thing for all jobs, courses, social situations, and meetings.</p>	All semester	20
<p>Jobs Presentation, Part I, Brainstorming – This is the first step in the Jobs Presentation. Think of two or three different topics you may want to do. Present the topics to the class and use their response in your decision-making process.</p> <p>Purpose: brainstorming with group / audience to choose a good topic.</p>	1-3 min., in class	5
<p>Jobs Presentation, Part II: Media Integration Practice – Gather some images and/or video clips that you may use. Make a short draft slide presentation with 3 or 4 slides to test the technology, especially the video. The goal is to practice getting the slide show working immediately without glitches.</p> <p>Purpose: practice sharing your screen and managing your videos to identify and solve technical problems.</p>	2-3 min., in class	5
<p>Jobs Presentation, Part III, Full Presentation – Your full presentation should be 8 to 10 minutes; you will be graded on timing. The presentation order will be assigned to you, generated from a randomized list.</p> <p>Purpose: first formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing.</p>	8–10 min., in class	15
<p>Video Interviews (pre-recorded, online assignment) – You will be given a list of difficult job interview questions. Choose two, compose your answers and then make two <i>separate</i> videos of yourself answering each question, one minute each. Upload the videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas – they will be reviewed by five of your peers.</p> <p>Purpose: brainstorm and practice difficult interview questions, focusing on recording voice clarity and video image.</p>	2, 1 min. each	10
<p>Peer Review of Video Interview Questions (in Canvas) – Listen to the answers from the five students assigned to you. Write a response regarding their volume, quality of image and the substance of their answer. Assignment due March 8.</p> <p>Purpose: hear how others have done it, get more ideas for answers to the questions.</p>	~20 mins.	5

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<p>World View Presentation I: Brainstorming – Choose a topic you enjoy or are interested in and want to learn more about. The topic should be on one aspect of the world around us – global, economic, political, arts, health & medicine. The first stage is presenting your ideas to the class where you will get immediate feedback.</p> <p>Purpose: brainstorming with group to choose a good topic.</p>	1-3 min.	5
<p>World View Presentation II: Full Presentation – Your 8–12 minute presentation will be a summary of the research you have done on the topic with your conclusions. Write and practice your speech on your topic with visuals and videos. No video segment should be longer than one minute, although you can use several.</p> <p>Purpose: final formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing.</p>	8 – 12 min	25
<p>TV News Group Presentation – Prepare a television newscast on real or fake news in groups of four or five. Three or four anchors should speak two to three minutes each, using background images and video. A Project Manager is responsible for managing participants and a media manager is responsible for running the videos and images.</p> <p>Purpose: practice working in a group, presentation, technical and creative skills.</p>	6 – 12 min.	10

Course Schedule (subject to minor changes)

Tuesdays			Thursdays		
Date	Assignment Due	Class Activity	Date	Assignment Due	Class Activity
1/19		Review syllabus; Zoom basics; spirit animal (sharing screens); breakout rooms	1/21		Individual introductions; introduce Jobs Presentation; breakout rooms
1/26	Jobs Presentation Brainstorming (5%)	Lecture on Presentation Conventions; Jobs Presentation brainstorming	1/28		Sample Jobs Presentation; assign dates for Full Presentation; finish any missed brainstorming
2/2	Jobs Media Integration (5%)	Start Jobs Presentation Media Integration, online. Expect technical difficulties.	2/4		Finish Media Integration; breakout rooms

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2/9	Jobs, Full Presentation (15%)	Jobs Presentations as assigned, 4 per class	2/11		Continue Presentations
2/16		Continue Presentations	2/18		Continue Presentations
2/23		Continue Presentations	2/25		Continue Presentations
3/2	Video Interviews (online, 10%)	Watch & critique sample Video Interviews; breakout rooms	3/4	Peer Review of Video Interviews (5%), due Mar. 8	Introduce World View Presentation; sample presentation; breakout rooms
3/9	World View Brainstorming (5%)	WV Presentation brainstorming; breakout rooms	3/11		Finish WV brainstorming; assign dates for Full Presentation
3/16	Spring		3/18	Break	
3/23		In-class discussion; create groups for TV News assignment	3/25		In-class discussion; work on TV News Presentations
3/30	World View, Full Presentations (25%)	Start Full Presentations, 4 per class as assigned	4/1		Continue Presentations
4/6		Continue Presentations	4/8		Continue Presentations
4/13		Continue Presentations	4/15		Continue Presentations
4/20		In-class discussion; work on finishing TV News Presentations	4/22	TV News Group Presentations (10%)	TV News Group Presentations (Groups 1, 2 & 3)
4/27		TV News Group Presentations (Groups 4, 5 & 6); judging	4/29		Zoom Party (it is possible!)