

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2021 Spring (March 1, 2021 - July 18, 2021)
<u>Course Name</u>	The Art of English Public Speaking
<u>Course Code</u>	GEE108
<u>Course Type</u>	<input type="checkbox"/> General Education (Required) <input checked="" type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	2
<u>Course Hours</u>	32
<u>Prerequisites</u>	None
<u>Instructor</u>	Prof. Vera Zhang
<u>Contact Information</u>	Office: C201 Tel: (010)83951083 Email: zhangwei@cueb.edu.cn
<u>Office Hour</u>	TBA
<u>Learning Centre</u>	TBA
<u>Grade/Section</u>	2018-2020/Y01
<u>Course Time/Place</u>	Thur. 13:30-15:20
<u>Textbook</u>	《The Art of Public Speaking》 Tenth Edition, Stephen E. Lucas, Foreign Language Teaching and Research Press; ISBN: 978-7-5600-9239-3;

Reference Book

演说之禅-职场必知的幻灯片秘技, Garr Reynolds 著 电子工业出版社 ISBN 978-7-121-19984-4
英语演讲实训指南, Connie Gibson 著 外语教学与研究出版社 ISBN 978-7-5600-7477-1
How to develop self-confidence and influence people by Public Speaking, Carnegie D. ISBN 978-7-5117-1202-8
线上课程: <https://mooc1-1.chaoxing.com/course/204372774.html>

Course Description

I. Course Objectives

This course aims to develop students' English public speaking skills thereby assisting their future study, passing speaking tests or delivering speeches in future jobs. The course involves a variety of oral activities which focuses on enhancing students' mastery of public speaking skills, vocabulary and common expressions for current hot issues and topics, practicing pronunciation, structuring presentations and linking ideas together. Moreover, some useful knowledge on how to survive while staying in English-speaking countries will be discussed. The specific objectives are as follows,

1. To improve students' ability and knowledge of delivering English speeches in terms of organizing speeches, linking ideas, expressing oneself in a decent way. Students will also be able to use appropriate

vocabulary and vast variety of sentence structure to express themselves.

2. To facilitate students' preparation for international English-language exams, such as IELTS, TOFEL and GRE, thus helping them feel confident to demonstrate their skills and competence in the test situation.

3. To improve their practical application of speaking skills. This will help with job applications and presentation in their future career.

Student Learning Objectives

After completing this course, students will be able to:

- ♦ master the basic English public speaking skills;
- ♦ speak English with proper stress and intonation;
- ♦ build fluency and coherence when discussing current social topics;
- ♦ express personal ideas in a speech;
- ♦ improve oral English expression in verbal and non-verbal ways.

Website Source

<https://www.ted.com>

<https://www.toastmasters.org>

Teaching Methods

The instructed parts will be carried out in various methods: flipped class, lectures, activities, discussions, presentations, debates, role plays, etc.

As for the self-study units, students will be advised to look for a chance to apply their oral skills in real life; for example, joining English speaking club, working with foreigners, assisting tourists in Beijing, etc.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam may be composed of oral delivery, speech outlines and speech script. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test may be mainly composed of a speech outline, and an independent English speech delivery in class.
Homework	15%	Most of the assigned homework is about the online-learning of the course videos, and the exercises related to the videos. Students are required to finish the homework on time. The graded assignments will be kept online, thus be used for reference.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test students' knowledge of both concepts and the application of those concepts.

Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework/Online Learning	5%	10%
Quizzes	5%	10%
Presentation		10%
Midterm test	20%	
Final exam		20%
Total	40%	60%

Grading Policy

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82
C+ 75-79	C 70-74	C- 67-69	D+ 63-66	D 62-60	F 0- 59

Exam Schedule

Midterm Test: TBA;

Final Exam: TBA

Assessment of Student Performance

☞ Self-Study and Reading ability Practice

Instructor will give out the links of online learning resources for students to learn and practice prior to or after each class; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ Homework

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☞ Attendance

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ♦ Being late for 15 minutes or more is considered an absence.
- ♦ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ♦ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly.
but students are welcome to continue attending classes.
- ♦ An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ Participation

- ♦ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ♦ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

☞ Textbook

Students must bring the textbook to class.

Topical Course Outline

Wee k	Date	Topics	Homework
1	Mar. 4	Unit 1 The Power of Speech Course introduction 1. Ice-breaking activity-introduce each other 2. Course learning objective-help students understand the meaning of a good English speech 3. Class syllabus illustration 4. Emphasize the importance of online learning The introduction to English public speaking 1. Types of speeches 2. Speech appreciation 3. Learning method introduction	Prepare a self-introduction, make it different. Online learning: SPOC 1.1 Course Orientation
2	Mar. 11	Unit 2 Growing Up 1. To start the preparation of a speech: purpose and structure; 2. To express ideas on the topic “Growing Up”; 3. To enhance speech fluency on the topic; 4. To extend vocabulary by learning from the speech video clips; 5. To deliver individual speeches on “introducing oneself in a creative way”.	Practice talking about personal information; Online learning: SPOC online learning: Lecture 2.1 “How to choose an interesting topic”;

			complete the exercises as well
3	Mar. 18	<p>Unit 3 The Pursuit of Happiness</p> <ol style="list-style-type: none"> To be able to select a topic for the speech; To determine the general purpose and specific purpose of a speech; To express ideas on the topic "The Pursuit of Happiness"; To extend vocabulary by learning from the speech video clips; To deliver individual speeches on the theme. 	<p>SPOC online learning: The Art of English Public Speaking, Lecture 3.1 "How to analyze the audience?"; complete the following Quiz-3 as well</p>
4	Mar. 25	<p>Unit 4 Access to Success</p> <ol style="list-style-type: none"> To be able to organize the body part for a speech; To determine the order of the main points in a speech; To express ideas on the topic "access to success"; To extend vocabulary by learning from the speech video clips; To deliver individual speeches on the theme. 	<p>SPOC online learning: The Art of English Public Speaking, Lecture 4.1 "How to organize the body";</p>
5	Apr. 1	<p>Unit 5 Man and Nature</p> <ol style="list-style-type: none"> To be able to support main points in a speech; To select the supportive materials for a speech; To express ideas on the topic "Man and Nature"; To extend vocabulary by learning from the speech video clips; To deliver individual speeches on the theme. 	<p>SPOC online learning: The Art of English Public Speaking, Lecture 5.1 "How to support ideas" Finish the video courses before mid-term test.</p>
6	Apr. 8	<p>Unit 6 Make the World a Better Place</p> <ol style="list-style-type: none"> To be able to connect parts in a speech; To use 4 kinds of connectives in a speech; To express ideas on the topic "Make the world a better place"; To extend vocabulary by learning from the speech video clips; To deliver individual speeches on the theme. 	<p>SPOC online learning: The Art of English Public Speaking, Lecture 6.1 "How to connect ideas"; Lecture 7.1 "Should I tell a story?"; finish the quiz as well Finish the 7 SPOC lectures before mid-term test.</p>
7	Apr. 15	Unit 7: Workshop 1-Mid-term test: A teamwork	<p>SPOC online learning: The Art of English Public Speaking, "8.1 How to begin a speech?"</p>

			8.2 How to end a speech? Finish the quizzes as well
8	Apr. 22	<p>Unit 8 Being a star at work</p> <ol style="list-style-type: none"> To be able to explain the 4 purposes of a beginning; To be able to choose among the 7 ways when designing a beginning; To be able to classify the 2 main functions of an ending; To prepare an attractive beginning and a comprehensive ending for a speech; To express ideas deliver speeches on the theme "being a star at work"; 	<p>SPOC online learning: The Art of English Public Speaking, Lecture 9.1 "How to inform people";</p>
9	Apr. 29	<p>Unit 9 What a Life!</p> <ol style="list-style-type: none"> To be able to inform in a speech; To master the ways of preparing an informative speech; To express ideas on the topic "what a life"; To extend vocabulary by learning from the speech video clips; To deliver individual speeches on the theme. 	<p>SPOC online learning: The Art of English Public Speaking, Lecture 10.1 "How to persuade people?"; Finish the quiz as well</p>
10	May. 6	<p>Unit10 Make a Difference-1</p> <ol style="list-style-type: none"> To distinguish three types of persuasive speeches; To be able to adopt motivated-sequence when organizing a persuasive speech; To express ideas on the topic "Make a Difference"; To extend theme-related lexical resource by learning from the speech video clips; To deliver individual speeches on the theme. 	<p>A persuasive speech demo SPOC online learning: The Art of English Public Speaking, Lecture 11.1 "What is the acceptable language in public speaking?";</p>
11	May.13	<p>Unit10 Make a Difference-2</p> <ol style="list-style-type: none"> To be able to adopt motivated-sequence when organizing a persuasive speech; To evaluate peers' speeches according to the given criteria; To modify the persuasive speeches 	<p>Prepare for the team speech SPOC online learning: The Art of English Public Speaking, 11.2 "How to make my language powerful?" finish the quizzes as well finish the quiz as well</p>
12	May.20	<p>Unit 11 Innovation and Creativity</p> <ol style="list-style-type: none"> To be able to adopt 4 methods of persuasion when organizing persuasive speeches; To understand the importance of reasoning in persuasive speeches; 	<p>SPOC online learning: The Art of English Public Speaking, Lecture</p>

		<ol style="list-style-type: none"> To express ideas on the topic "innovation and creativity"; To extend theme-related lexical resource by learning from the speech video clips; To deliver individual speeches on the theme. 	12 "Deliver the speech"; finish the quizzes as well"
13	May.27	Unit 12 I have a Dream <ol style="list-style-type: none"> To be able to use proper language in a speech; To select accurate, vivid, clear, and appropriate language for a speech; To appreciate the masterpiece "I have a dream"; To extend vocabulary by learning from the speech video clips; To deliver individual speeches on the theme. 	SPOC online learning: The Art of English Public Speaking, Lecture 13 "Use visual aids"
14	Jun. 3	Unit 13 Explore the Unknown <ol style="list-style-type: none"> To be able to deliver a speech properly; To adopt precise non-verbal language for a speech; To express ideas on the topic "step out of OCC to know the World"; To extend vocabulary by learning from the speech video clips; To deliver individual speeches on the theme. 	Get ready for Workshop-2 Rehearse for the exam SPOC online learning: The Art of English Public Speaking, Lecture 14 "Effective Rehearsal";
15	Jun. 10	Unit 14 Workshop-2 The Importance of Rehearsal	SPOC online learning: The Art of English Public Speaking, Lecture 15 Get ready for your speech"
16	Jun. 17	Public Speaking Final Exam	

Note: Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.

A review in Chinese may be held during L.C. and O.H. in the semester.

Teacher's Office Hour

- ♦ The instructor's office hour is shown in the front of the office door.
- ♦ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ♦ The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of

zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Spring Semester, 2021	Feb 28, 2021— July 18, 2021
Feb. 28	Registration
Mar. 1	Classes Begin
Apr.4	Qing Ming Festival
Apr.16	Spring Sports
Apr.26 -30	Midterm Test (tentative)
May 1	Labor Day
June 14	Dragon-Boat Festival
June 21-25	Final Exams for Sophomores and Juniors
June 28-July18	Social Practice for Sophomores and Juniors (tentative)
July 3-11	Revision (Freshmen)
July 12-16	Final Exam Period (Freshmen)
July 19	Summer Vacation Begins

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: 张薇

Department Head:

