

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2020 Spring (Mar 2, 2020 - July 12, 2020)
<b><u>Course Name</u></b>	The Art of English Public Speaking
<b><u>Course Code</u></b>	GEE108
<b><u>Course Type</u></b>	<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
<b><u>Course Credits</u></b>	2
<b><u>Course Hours</u></b>	32
<b><u>Prerequisites</u></b>	None
<b><u>Instructor</u></b>	Prof. Vera Zhang
<b><u>Contact Information</u></b>	Office: C201 Tel: (010)83951083 Email: zhangwei@cueb.edu.cn
<b><u>Office Hour</u></b>	TBA
<b><u>Learning Centre</u></b>	TBA
<b><u>Grade/Section</u></b>	2017-2019/Y01
<b><u>Course Time/Place</u></b>	Thur. 13:30-15:20
<b><u>Textbook</u></b>	《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
<b>Total</b>	<b>100%</b>	

### 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**

<b>Wee k</b>	<b>Date</b>	<b>Topics</b>	<b>Homework</b>
1	Mar. 5	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: finish the exercise and view the video course
2	Mar. 12	Unit 2 Growing Up 1. Be able to summarize the steps to prepare a speech; 2. Be able to express one’s ideas on the topic “growing up”; 3. Be able to enhance speech fluency on the topic; 4. Be able to extend vocabulary by learning from the speech video clips; 5. Be able to deliver individual speeches on the theme.	Practice talking about your personal information, with the patterns and structures we have learned in the class Online learning:

			finish the exercise and view the video course
3	Mar. 19	<p>Unit 3 The Pursuit of Happiness</p> <ol style="list-style-type: none"> <li>To be able to select a topic for the speech;</li> <li>To determine the general purpose and specific purpose of a speech;</li> <li>To express ideas on the topic "the pursuit of happiness";</li> <li>To extend vocabulary by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>Purpose-statements practice: prepare the statements according to the requirements online;</p> <p>Online learning</p>
4	Mar. 26	<p>Unit 4 Access to Success</p> <ol style="list-style-type: none"> <li>To be able to organize the body part for a speech;</li> <li>To determine the order of the main points in a speech;</li> <li>To express ideas on the topic "access to success";</li> <li>To extend vocabulary by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>Finish your individual outline, and prepare for the Team work:</p> <p>How to develop strong communication skills at work. Enrich your outline with supporting evidence, and prepare to talk to the class</p> <p>MOOC online learning: The Art of English Public Speaking, Lecture 4.1 "How to organize the body";</p>
5	Apr. 2	<p>Unit 5 Environmental Concerns</p> <ol style="list-style-type: none"> <li>To be able to support main points in a speech;</li> <li>To select the supportive materials for a speech;</li> <li>To express ideas on the topic "environmental concerns";</li> <li>To extend vocabulary by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>Speech practice: Choose one kind of pollution, and decide the general purpose, specific purpose, central ideas for the speech. Find out the supporting evidence from the handouts. Be ready to deliver a short speech according to the outline.</p> <p>MOOC online learning: The Art of English Public Speaking, Lecture 5.1 "How to support ideas"</p> <p>Finish the video courses before mid-term test.</p>

6	Apr. 9	<p>Unit 6 Make the World a Better Place</p> <ol style="list-style-type: none"> <li>To be able to connect parts in a speech;</li> <li>To use supportive materials and different kinds of transitions in a speech;</li> <li>To express ideas on the topic "make the world a better place";</li> <li>To extend vocabulary by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>Speech practice and rehearsal for "If I'm a superhero." MOOC online learning: The Art of English Public Speaking, Lecture 6.1 "How to connect ideas" Finish the 6 video courses before mid-term test.</p>
7	Apr. 16	<p>Mid-term Test: Deliver an Individual speech</p>	<p>MOOC online learning: The Art of English Public Speaking: Lecture 7.1 "How to begin a speech"; 7.2 "How to end a speech"</p>
8	Apr. 23	<p>Unit 7 Being a star at work</p> <ol style="list-style-type: none"> <li>To be able to begin and end a speech;</li> <li>To prepare an attractive beginning and a comprehensive ending for a speech;</li> <li>To express ideas on the topic "being a star at work";</li> <li>To extend vocabulary by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>MOOC online learning: The Art of English Public Speaking, Lecture 8.1 "How to inform people";</p>
9	Apr. 30	<p>Unit 8 What a Life!</p> <ol style="list-style-type: none"> <li>To be able to inform in a speech;</li> <li>To master the ways of preparing an informative speech;</li> <li>To express ideas on the topic "what a life";</li> <li>To extend vocabulary by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>Speech practice: prepare talking about a great person's life; You may write down a brief outline for the speech. Candidates from Team 1 and 2 will speak to us next time. MOOC online learning: The Art of English Public Speaking, Lecture 9.1 "How to persuade people";</p>

10	May. 7	<p>Unit 9 Make a Difference</p> <ol style="list-style-type: none"> <li>To distinguish three types of persuasive speeches;</li> <li>To be able to adopt motivated-sequence when organizing a persuasive speech;</li> <li>To express ideas on the topic "Make a Difference";</li> <li>To extend theme-related lexical resource by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>Speech practice: "persuade my audience that all students should take a course in public speaking." Candidates from Team 3 and 4 will speak to us next time. MOOC online learning: The Art of English Public Speaking, Lecture 10.1 "What is the acceptable English in public speaking?";</p>
11	May. 14	<p>Unit 10 Innovation and Creativity</p> <ol style="list-style-type: none"> <li>To be able to adopt methods of persuasion when organizing persuasive speeches;</li> <li>To understand the importance of reasoning in persuasive speeches;</li> <li>To express ideas on the topic "innovation and creativity";</li> <li>To extend theme-related lexical resource by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>Speech practice: "persuade my audience to be a regular blood-donor" Candidate from Team 5 will speak to us next time. MOOC online learning: The Art of English Public Speaking, Lecture 10.2 "How to make my language powerful?"; 11.1 "How to maintain positive connections with my audience?"; 11.2 "How to manage the voice?"</p>
12	May. 21	<p>Unit 11 I have a dream</p> <ol style="list-style-type: none"> <li>To be able to use proper language in a speech;</li> <li>To select accurate, vivid, clear, and appropriate language for a speech;</li> <li>To appreciate the masterpiece "I have a dream";</li> <li>To extend vocabulary by learning from the speech video clips;</li> <li>To deliver individual speeches on the theme.</li> </ol>	<p>Prepare for the team speech MOOC online learning: The Art of English Public Speaking, Lecture 11.3 "How to manage the body language";</p>

			12.1 "How to prepare effective slides?"
13	May. 28	Unit 12 Explore the Unknown 1. To be able to deliver a speech properly; 2. To adopt precise non-verbal language for a speech; 3. To express ideas on the topic "step out of OCC to know the World"; 4. To extend vocabulary by learning from the speech video clips; 5. To deliver individual speeches on the theme.	Get ready for the team speech Rehearse for the team speech MOOC online learning: The Art of English Public Speaking, Lecture 13.1 "How to practice and rehearse effectively";
14	Jun.4	Team speech	Review and practice
15	Jun.11	Final Exam	
16	Jun. 15-19	Final Exam Period	

**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, 2020	Feb 23, 2019 --July 12, 2020
Feb. 23	Registration
Feb.24	Classes Begin
Feb.28	Last Day to Drop or Add a Course
Apr.4	Qingming Festival
Apr.17	Spring Sports
Apr.20-24	Midterm Test (tentative)

May 1	Labor Day
May 11-15	Summer School Registration
June 15-19	Sophomore and Junior students' Final Exam
June 22-July 12	Sophomore and Junior students' Social Practice, Summer school
June 25	Dragon-Boat Festival
June 27-July 10	Revision and Final Exam Period
July 13	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:**

