

Public Speaking 100 ONLINE | Spring 2021 Course Guide | Mon 8/30/2021- Sun 12/19/2021




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Weekly Focus	Review	Readings	Assignments/Videos	Discussion Board
<p><b>Week 1 – Phase 1</b>  <b>Mon 8/30- Sun 9/5</b></p> <p>Techniques for Speech Anxiety</p> <p><i>Assignments due 12midnight Sunday</i></p>	<p>Breath-Body-Brain  <i>Relieve anxiety by learning how to connect the mind and body with breath</i></p>	<p><i>Syllabus</i>  <i>Course Guide</i></p>	<p>Syllabus Quiz 1</p> <p><a href="#">Breath-Body-Brain Video</a>  <a href="#">How to Share Your Video</a></p> <p>Create and record an informal introduction of yourself and demonstrate a breathing technique that helps you.</p>	<p><b>DB 1:</b> Introduce yourself and demonstrate a breathing technique via video. <b>1-2 minutes.</b> Respond to at least 2 classmate’s videos with 2 pro’s (positive affirmations) and 1 grow (a questions or helpful offering) <i>(2 Points)</i></p>
<p><b>Week 2 - Phase 1</b>  <b>Tu 9/7-Sun 9/12</b></p> <p>Techniques for Vocal &amp; Physical Preparation</p> <p><i>Assignments due 12midnight Sunday</i></p>	<p>Pace-Pitch-Projection  <i>The human ear responds to melody, see how you can command attention by strategically varying the way you color words and alter speed and volume.</i></p>	<p><i>Ch. 1 “Introduction to Public Speaking” Pg. 1-6</i></p>	<p>Quiz 2</p> <p><a href="#">Pace-Pitch-Projection Video</a></p> <p>Record and post your personalized <b>1-2-minute</b> warm up routine based on techniques introduced, routines should include at least a <b>breath, physical, voice</b> and <b>energizer</b> activity. That’s <b>4 total!!!</b></p>	<p><b>DB 2:</b> Record and post your personalized <b>1-2-minute</b> warm up routine based on techniques introduced. Respond to at least 2 classmate’s videos with 2 pro’s (positive affirmations) and 1 grow (a questions or helpful offering) <i>(3 Points)</i></p>

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<b>Week 3 - Phase 1</b> <b>Mon 9/13-Sun 9/19</b>  The Do's & Don't of Public Speaking  <i>Assignments due 12midnight Sunday</i>	Do – Don't – Choose <i>There are many tools and techniques that go into an effective speech. Explore what works for you and how you can use your natural energy to communicate.</i>	Ch. 3 "Ethics in Public Speaking" Pg. 1-6	Quiz 3  <b>"The Do's &amp; Don'ts of Public Speaking" Video</b>  <a href="https://www.youtube.com/watch?v=kfZPKVhQ3iE&amp;t=1s">https://www.youtube.com/watch?v=kfZPKVhQ3iE&amp;t=1s</a>	<b>DB 3:</b> What are <b>3 skills</b> you have in place that will help you be an effective public speaker? What are 3 skills you want to work on? Why? Offer examples? Respond to at least 2 classmate's posts with 2 pro's (positive affirmations) and 1 grow (a questions or helpful offering)  <i>(2 Points)</i>
<b>Week 4 - Phase 1</b> <b>Mon 9/20-Sun 9/26</b>  Organization-Preparation-Presentation  <i>Assignments due 12midnight Sunday</i>  <i>*ALL PHASE 1 Assignments must be completed*</i>	Organization-Preparation-Presentation <i>By using story telling strategies you can create a clear message that will allow you to have an effective conversation with any audience, large or small.</i>	Ch. 4 "Listening Effectively" Pg. 1-7  Ch. 6 "Critical Thinking & Reasoning" Pg. 1-6	Quiz 4  <b>Organization-Prep-Presentation Video</b>  Watch Samples of Introduction Speeches on YouTube or other media. Post a link to one speech that you feel is effective and one speech that is not. Why?	<b>DB 4:</b> Watch Samples speeches on YouTube or other media. Post a link to one speech that you feel is effective and one speech that is not. Why? Respond to at least 2 classmates speech links as to why you agree or disagree with their assessment.  <i>(3 Points)</i>
<b>Week 5 - Phase 2</b> <b>Mon 9/27-Sun 10/3</b>  Introduction Speech Outlines  <i>Assignments due 12midnight Sunday</i>	Confidence-Clarity-Audience Engagement <i>If you can share your passion, energy and vitality with an audience you will have their attention and better yet, their interest.</i>	Ch. 5 "Audience Analysis" Pg. 1-2  Ch. 8 "Organizing & Outlining" Pg. 1-4 & 8-10  Ch. 9 "Intro's & Conclusions" Pg. 1-12	Quiz 5  <b>Confidence-Clarity-Audience Engagement Video</b>  Introduction to Self-Speech Outline <i>(Please use the template on BB)</i>	<b>DB 5:</b> Post your Introduction Speech outline. Be sure to follow the outline template. The speech should be <b>1-2 minutes</b> and have a clear intro, body and conclusion. Respond to 2 classmate's outlines with feedback, 2 pros and a grow.  <i>(3 Points)</i>
<b>Week 6 - Phase 2</b> <b>Mon 10/4-Sun10/10</b> <b>Introduction Speech Presentations</b>  <i>Assignments due 12midnight Sunday</i>	Prepare-Share-Prepare Again <i>Practice sharing your voice, your personality, and your story. Record yourself, watch, listen, learn, and try again. You will perform the way you practice, so practice well.</i>	Chapter 11 "Speaking with Confidence" Pg. 5-10 Chapter 12 "Delivering Your Speech" Pg. 1-9	<b>Introduction Speech Presentations (1-2min)</b>  <i>(5 Points)</i>	<b>DB 6:</b> Post your Introduction Speech link and FINAL outline. Respond to at least 2 classmate's speeches with feedback, 2 pros and a grow.  <i>(5 Points)</i>
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<p><b>Week 7 - Phase 2</b>  <b>Mon 10/11-Sun 10/17</b>  <b>Special Occasion Speeches</b></p> <p><i>Assignments due 12midnight Sunday</i></p>	<p>Thank-Celebrate-Honor  <i>A Special Occasion speech is a time to share authentic thanks, celebrate or acknowledge a job well done. Speak from the heart and you can't go wrong.</i></p>	<p>Chapter 17  "Special Occasion Speaking" Pg. 1-6</p>	<p>Quiz 6</p> <p><b>Thank-Celebrate-Honor Video</b></p> <p><b>Special Occasion Speech Presentations (2-3min)</b>  <i>(10 Points)</i></p>	<p><b>DB 7:</b> Post your Special Occasion Speech and outline. Respond to at least 2 classmate's speeches with feedback, 2 pros and a grow.  <i>(10 Points).</i></p>
<p><b>Week 8 - Phase 2</b>  <b>Mon 10/18-Sun 10/24</b>  <b>"How To" Demonstration Speech Presentations</b></p> <p><i>Assignments due 12midnight Sunday</i>  <i>*ALL PHASE 2 Assignments must be completed*</i></p>	<p>Tell Me-Teach Me-Involve Me  <i>Share something you enjoy. Tell us about it. Show us how to enjoy it too. Break it down into steps so we can follow along and learn.</i></p>	<p>Chapter 18  "Group Presentations" P 1-8</p>	<p>Quiz 7</p> <p><b>Tell Me-Teach Me-Involve Me Video</b></p> <p><b>Demo/How to Presentations! (3-5min)</b>  <i>(15 Points)</i></p>	<p><b>DB 8:</b> Post your "How to" speech and outline. Watch 2 classmate's speeches and offer feedback, 2 pros and a grow.  <i>(15 Points)</i></p>
<p><b>Week 9- Phase 3</b>  <b>Mon 10/25-Sun 10/31</b></p> <p>Mid Term Review &amp; Prep</p> <p><i>Assignments due 12midnight Sunday</i></p>	<p>Express-Animate-Physicalize  <i>How can words sound like what they mean? How can integrating facial expressions, gestures, and strategic movements animate a speech and awaken ALL 5 senses for the audience?</i></p> <p>Analyze-Score-Prepare  <i>Understanding tools and techniques of noteworthy speeches will allow you to incorporate those methods into your own speeches.</i></p>	<p>Chapter 13 "Visual Aids" Pg. 1-6</p> <p>Top 100 Speeches at <a href="http://www.americanrhetoric.com">www.americanrhetoric.com</a>.</p>	<p>Quiz 8</p> <p>Midterm selection due</p> <p><b>Express-Animate-Physicalize Video</b></p> <p>Analyze, Score and Prepare speech segment.</p> <p><b>Analyze-Score-Prepare Video</b></p>	<p><b>DB 10:</b> Choose a speech that inspires you from American Rhetoric's Top 100 Speeches at <a href="http://www.americanrhetoric.com">www.americanrhetoric.com</a> or any other source where you find a quality speech, <b>no films please</b>. Choose and post the <b>90 second portion</b> <i>(please speak the segments aloud and make sure it is ACTUALLY 90 seconds)</i> of the speech, scored as explained in the video and outline how you plan to bring the speech alive, highlight the key tools and techniques used and help us understand the speeches purpose, message and effectiveness. Will you memorize and share the <b>90 second portion</b> of the speech, make a movie, slide show "deck", write a paper, compose a song and perform it...  <i>(3 Points)</i></p>
<p><b>Weekly Focus</b></p>	<p><b>Review</b></p>	<p><b>Readings</b></p>	<p><b>Assignments/Videos</b></p>	<p><b>Discussion Board</b></p>

<p><b>Week 10 - Phase 3</b> <b>Mon 11/1-Sun 11/7</b></p> <p><b>Mid Term Due</b></p> <p><i>Assignments due 12midnight Sunday</i> <i>*ALL PHASE 3 Assignments must be completed*</i></p>	<p>Create-Express-Communicate <i>Today we have many tools to support an effective speech. How can you use those tools to make the message even more powerful?</i></p>	<p>Work on Mid Term Presentation</p>	<p><b>Mid Term Due</b></p> <p><i>(10 Points)</i></p>	<p><b>Midterm Presentations</b> <b>DB 11:</b> Share your mid-term presentation. Use your creativity, talents and style to bring the message alive. Review your classmate's presentations and offer 2 pros and a grow. <i>(10 Points)</i></p>
<p><b>Week 11 - Phase 4</b> <b>Mon 11/8-Sun 11/14</b></p> <p>Informative Speech Outlines</p> <p><i>Assignments due 12midnight Sunday</i></p>	<p>Passion-Perspective-Purpose <i>What do you care about? What do you love? What is important to you? An informative speech is a great way to share your passions.</i></p>	<p>Chapter 15 "Informative Speaking" Pg. 1-12</p> <p><i>MLA format guide on Perdue Owl site</i></p> <p><a href="https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html">https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html</a></p>	<p>Quiz 9</p> <p><b>Passion-Perspective-Purpose Video</b></p> <p><b>How to Record your Slide Show with Your Presenting Video</b></p> <p><a href="https://www.youtube.com/watch?v=gk7l1FJB35s#action=s_hare">https://www.youtube.com/watch?v=gk7l1FJB35s#action=s_hare</a></p>	<p><b>DB 12:</b> Post your <b>4-6 min</b> Informative Speech Outline Draft, Bibliography in MLA format &amp; Deck "Slide Show" in progress (Power Point, Prezi, Keynote...) Review at least 2 posts, 2 pro's &amp; a grow. <i>(3 Points)</i></p>
<p><b>Week 12 - Phase 4</b> <b>Mon 11/15-Sun 11/21</b></p> <p><b>Informative Speech Presentations</b></p> <p><i>Assignments due 12midnight Sunday</i></p>	<p>Inform-Excite-Innovate <i>Share your passion with us. Get us excited about your cause and incorporate new, fun and unique mediums to showcase your topic.</i></p>	<p><i>Practice, Practice, Practice...</i></p>	<p><b>Informative Speeches (4-6 min)</b></p> <p><i>(20 Points)</i></p>	<p><b>DB 13:</b> Post your Informative Speech presentation link, FINAL outline and Work Cited in MLA.</p> <p><b>Please record yourself presenting with your slides, I should be able to see you and your slides at the same time.</b></p> <p>Watch at least 2 of your classmate's speeches and offer feedback. Try giving 2 pros and a grow. (2 things that went well and 1 thing they could improve, Be Specific) <i>(20 Points)</i></p>
<p><b>Weekly Focus</b></p>	<p><b>Review</b></p>	<p><b>Readings</b></p>	<p><b>Assignments/Videos</b></p>	<p><b>Discussion Board</b></p>

<p><b>Week 13</b>  <b>Mon 11/22-Sun 11/28</b></p> <p><b>Happy Thanksgiving!</b></p>			<p><b>Make Sure You Are Caught Up &amp; Get Some Rest 😊</b></p>	<p><b>DB 13:</b> Post a picture of something you are doing over break that brings you JOY!!!</p> <p><i>(3 Points)</i></p>
<p><b>Week 14 - Phase 4</b>  <b>Mon 11/29-Sun 12/5</b></p> <p>Persuasive Speech Topic Ideas</p> <p><i>Assignments due 12midnight Sunday</i></p>	<p>Introduce-Influence-Incline  <i>Find that topic that gets you heated and use creative techniques to entice others to fight the good fight.</i></p>	<p><i>Chapter 16 "Persuasive Speaking"</i></p> <p><i>Chapter 14 "Speaking to a Global Audience"</i></p>	<p>Quiz 10</p> <p><b>Introduce-Influence-Incline Video</b></p> <p>Prepare for your Persuasive Speech (Outline, Slide Show "Deck", Research)</p>	<p><b>DB 14:</b> Post your <b>4-6 min</b> Persuasive Speech Outline Draft, Bibliography in MLA format &amp; Deck "Slide Show" in progress (Power Point, Prezi, Keynote...) Review at least 2 of your classmate's posts and offer feedback, 2 pros and a grow. <i>(3 Points)</i></p>
<p><b>Week 15 - Phase 4</b>  <b>Mon 12/6-Sun 12/12</b></p> <p><b>Persuasive Speech Presentations</b></p> <p><i>Assignments due 12midnight Sunday</i></p> <p><i>*ALL PHASE 4 Assignments must be completed*</i></p>	<p>Passion-Persist-Persuade  <i>If something is important to you, don't give up. Keep trying new tactics to inform and persuade in a positive and persuasive way.</i></p>	<p><i>Practice, Practice, Practice...</i></p>	<p><b>Persuasive Speech Presentations</b></p> <p><i>(4-6 minutes)</i></p> <p><i>(20 Points)</i></p>	<p><b>DB 15:</b> Post your <b>4-6 min</b> Persuasive Speech presentation link, FINAL outline and Work Cited in MLA.</p> <p><b>Please record yourself presenting with your slides, I should be able to see you and your slides at the same time.</b></p> <p>Review at least 2 of your classmate's posts and offer feedback, 2 pros and a grow.</p> <p><i>(20 Points)</i></p>

Weekly Focus	Review	Readings	Assignments/Videos	Discussion Board
<p>Finals Week 16 - <i>Phase 5</i>  <b>Mon 12/13-Sun 12/19</b>  <b>FINAL Video Interviews</b></p> <p><i>Assignments due 12midnight Sunday</i></p> <p><i>*PHASE 5 Assignment must be completed*</i></p>	<p>Receive-Reflect-Respond  <i>Take all the tools and techniques you have learned this semester and integrate them into everyday speech. Listen well, take in what is shared and respond thoughtfully.</i></p>		<p><b>Video Interviews</b>  <i>(10 Points)</i></p> <p><b>How to Prepare a Video Interview</b></p> <p><a href="https://youtu.be/qUJNRkluMo">https://youtu.be/qUJNRkluMo</a></p> <p>Create a LinkedIn Account  Add a professional <b>profile picture</b> and <b>unique banner</b>.  Fill in the following sections...  - <b>About</b>  - <b>Experience</b>  - <b>Education</b></p> <p>Post the link to your LinkedIn profile to <b>DB 16</b> along with your pre-recorded Video Interview.</p> <p>Interview videos are becoming standard in a Covid world.</p> <p>Here is a link to some information that should be helpful. Be sure you dress for the interview, find a quiet and clean space to record so you can focus and offer your best effort.</p> <p><a href="https://www.job-hunt.org/job_interviews/handling-one-way-video-interviews.shtml">https://www.job-hunt.org/job_interviews/handling-one-way-video-interviews.shtml</a></p> <p>Please create a 2-3 minute video...</p>	<p><b>DB 16:</b> Identify 2 pros and a grow for yourself based upon your Video Interview. Respond and comment on at least 2 classmate's responses.</p> <p><b>DB 17 "Bonus":</b> Please identify one skill from this course that you are confident you can apply in your career moving forward and one skill you will continue to work on? Why?</p> <p><i>(10 Points)</i></p>



Introducing yourself (Name and one word you would use to describe yourself)

Then, respond to the following questions:

- My greatest strength in the workplace?
- My biggest challenge in the work place?
- A time I made a mistake at work and how I handled it?
- Where I hope to be in 5 years?
- If I had to describe myself as an animal I would choose...

Then close out, repeat your name, and say thank you.

Post the link to your interview video in **DB16**.