Communication 2131: Business and Professional Speaking
Ohio State University
School of Communication

Meeting Time: MWF 9:10, Journalism Building Rm. 106

Instructor: Nancy Fisher, M.A.  My Office: Journalism Bldg #313
Phone: 316/841-7067 (call or text)
E-Mail: fisher.799@osu.edu

Office Hours: M-F 10:05-11:15 am, T and Th 12:30-2:15 pm and or by appointment.

Required Text:
Adler, Ronald B., and Elmhorst, Jeanne Marquardt, Communicating at Work: Principles
Hill, 2010.


Course Objectives:
• To improve interpersonal communication and interviewing skills.
• To better understand communication in the organization, in public and in small
groups.
• To learn to work in self-managed teams and perform functions traditionally
assigned to supervisors or managers.
• To become aware of real-world illustrations through the text and small group
exercises emphasizing diversified careers in business and other professions.
• To develop skills that will be useful in a changing work environment enabling
students to participate in various forms of public speaking in different settings.
• To understanding problem solving in work-related situations in organizations of
all types, resulting in improved efficiency and better communication in the
workplace.

Units of Instruction:
Communication in Organizations
Interpersonal Communication
Interviewing
Small Group Communication
Public Communication

Attendance: Attendance and active participation are mandatory. Attendance will be
taken at the beginning of class; late-comers will be marked absent. More than one
week’s unexcused absences may result in the course grade being lowered one full letter
grade (in addition to any penalties for late work). Students with more than two weeks of
absences should seriously consider withdrawing from the course. You are strongly
encouraged to exchange phone numbers with your colleagues and communicate with them about joint projects or other assignments.

**Lateness:** All oral performances (reports, speeches, etc.) must be given before an audience (the class) and quizzes taken on the day scheduled. Late unexcused oral performance will be penalized two letter grades. If the student is allowed to make up a performance and does not show, a grade of zero will be recorded.

**Academic Misconduct:** “It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct [http://studentaffairs.osu.edu/info_for_students/csc.asp](http://studentaffairs.osu.edu/info_for_students/csc.asp).”

**Disability Services:** “Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; [http://www.ods.ohio-state.edu/](http://www.ods.ohio-state.edu/).”

**Required Assignments:**

- **Employment Interview with Resume** 5% 25 pts.
- **Team Oral Report (TOR)** 4% 20 pts.
  - Student gives an informative oral report in appropriate depth and detail on one or two sections of the assigned chapter of the text. Student also answers questions after the presentation. (4-5 min)
- **Symposium Speech (speech & panel discussion)** 10% 50 pts.
  - Student gives an informative symposium speech and research paper in appropriate depth and detail summarizing a portion of an assigned document different from any other speaker in the student’s own symposium group (speaking only to that group and the instructor). (3-4 minutes)
- **Informative Speech** 16% 80 pts.
  - Student gives an informative speech on how communication is most effectively used in the workplace in appropriate depth and detail depending on the professional interest of the student. Outline required. (5 min)
- **Proposal Presentation (using power point)** 20% 100 pts.
Gives a persuasive proposal presentation in appropriate depth and detail on a business or professional topic. Power point slides are required. Peer feedback is provided. Outline required. (6-7 min)

Performance Appraisal Interview 10% 50 pts.
Describes in a written analysis and one-on-one meeting with the appraisee the important elements of his/her past performance throughout the quarter (both strengths and weaknesses, with detailed examples from a wide range of explicitly-identified speaking assignments. Similar to a real-work performance appraisal format.(4-5 min)

Manuscript Speech (group) 10% 50 pts.
Groups give either a speech of introduction, tribute, nomination or goodwill on an appropriate topic for a business and professional situation in manuscript style. One speech per group. (5 min).

Roast Speech 5% 25 pts.
Gives a speech on a student in a light-hearted, good-natured exaggerated but fact-based “roast” of another business and professional speaking. (1 min.).

Quizzes (3) 15% 75 pts.

Variable tasks (as assigned by instructor) 5% 25 pts.

Grading:
500 points are assigned; no extra credit is offered. The point distribution for final course grades is as follows:

GRADING:
A 93-100%
A- 90-92%
B+ 87-89%
B 83-86%
B- 80-82%
C+ 77-79%
C 73-76%
C- 70-72%
D+ 67-69%
D 63-66%
D- 60-62%
E Below 60%
## Tentative Schedule

<table>
<thead>
<tr>
<th>Week One</th>
<th>Aug. 24 &amp; 26</th>
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<tbody>
<tr>
<td>Introductions and overview; assign cover letter and resume</td>
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<tr>
<td>Principles of Interviewing, Ch. 6</td>
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<tr>
<td>See Appendix I: Interviewing Materials</td>
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<td>See Appendix III: Business Writing</td>
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<tr>
<td>Assign Team Oral Report (TOR)</td>
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<tr>
<th>Week Two</th>
<th>Aug. 29, 31 &amp; 9/2</th>
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<tr>
<td>Bring cover letter and resume draft</td>
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<td>In-take interviews</td>
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<th>Week Three</th>
<th>Sept. 5, 7 &amp; 9</th>
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<tr>
<td>Monday – Labor Day</td>
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<tr>
<td>Listening, Verbal and Nonverbal Messages - Ch. 3 &amp; 4</td>
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<tr>
<td>Assign Symposium Speech and groups</td>
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<td>Interpersonal Skills – Ch. 5, Leading &amp; Working in Teams - Ch. 7</td>
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<th>Week Four</th>
<th>Sept. 12, 14 &amp;16</th>
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<tr>
<td>Effective Meetings, Ch. 8</td>
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<tr>
<td>Quiz #1 (Ch.3, 4, 5, 6, 7, 8)</td>
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<tr>
<th>Week Five</th>
<th>Sept. 19, 21 &amp; 23</th>
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<tr>
<td>Assign Informative Speech</td>
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<tr>
<td>Developing and Organizing the Presentation, Verbal and Visual Support in Presentations - Ch. 9 &amp; 10</td>
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<th>Week Six</th>
<th>Sept. 26, 28 &amp; 30</th>
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<tr>
<td>Delivering the Presentation, Types of Business Presentations – Ch. 11 &amp; 12</td>
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<td>Symposium Speeches</td>
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<th>Week Seven</th>
<th>Oct. 3, 5 &amp; 7</th>
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<tr>
<td>Symposium Speeches</td>
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<tr>
<td>Quiz #2 (Ch. 9, 10, 11, 12)</td>
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<td>Assign Performance Appraisal</td>
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<th>Week Eight</th>
<th>Oct. 10, 12 &amp; 14</th>
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<tr>
<td>Informative Speeches</td>
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<td>Friday – Fall Break</td>
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<th>Week Nine</th>
<th>Oct. 17, 19 &amp; 21</th>
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<tr>
<td>Informative Speeches (cont)</td>
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<td>Assign Proposal Presentation</td>
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**Week Ten**  
Oct. 24, 26 & 28  
Communicating at Work, Communication Culture, and Work Ch. 1 & 2  
Assign Manuscript Speech  
Assign Roast Speech  
Submit Proposal Presentation thesis statement and intended audience  
Assign Performance Appraisal Schedule  
Quiz #3 (Ch. 1, 2)

**Week Eleven**  
Oct. 31, Nov. 2 & 4  
Proposal Presentations

**Week Twelve**  
Nov. 7, 9 & 11  
Proposal Presentations  
Friday – Veterans Day

**Week Thirteen**  
Nov. 14, 16 & 18  
Proposal Presentations

**Week Fourteen**  
Nov. 21, 23 & 25  
Performance Appraisals Begin  
Manuscript Strategy Sessions

**Week Fifteen**  
Nov. 28, 30 & Dec. 2  
Performance Appraisals (cont)  
Wednesday, Thursday, Friday - Thanksgiving Break  
Manuscript Speeches  
Roast Speeches  
Dec. 5 & 7

**Week Sixteen**  
See Official Final Exam Schedule