

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

Meeting Time: MWF 9:10, 316 Bolz Hall

Instructor: Nancy Fisher, M.A.

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Office Hours: MWF 10-11 am, TTH 11:45-12:45 or by appointment.

Required Text:

Adler, Ronald B., and Elmhorst, Jeanne Marquardt, *Communicating at Work: Principles and Practices for Business and the Professions*, 11th ed., New York, NY: McGraw- Hill, 2010.

Rath, Tom, *Strengths Finder 2.0*, Gallup Press, 2007.

VoiceVibes.com (access will be given to you to purchase).

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 understand 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).”

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/>.

Required Assignments:

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| Employment Interview with Resume | 5% | 25 pts. |
| Team Oral Report (TOR) 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) | 4% | 20 pts. |
| Symposium Speech (speech & panel discussion) 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) | 10% | 50 pts. |
| Informative Speech 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. VoiceVibes practice is required. Outline required. (5 min) | 16% | 80 pts. |
| Proposal Presentation (using power point) 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. VoiceVibes practice is required. (6-7 min) | 20% | 100 pts. |
| Performance Appraisal Interview 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) | 10% | 50 pts. |

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:

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| 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

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| Week One Introductions and overview; assign cover letter and resume Principles of Interviewing, Ch. 6 See Appendix I: Interviewing Materials See Appendix III: Business Writing Assign Team Oral Report (TOR) Bring cover letter and resume draft | 8/22 & 24 |
| Week Two Cover letter and resume due In-take interviews due Prepare for Team Oral Reports | 8/27, 29 & 31 |
| Week Three Listening, Verbal and Nonverbal Messages - Ch. 3 & 4 Assign Symposium Speech and groups Interpersonal Skills – Ch. 5, Leading & Working in Teams - Ch. 7 | 9/3, 5 & 7 |
| Week Four Symposium Group Meetings Effective Meetings, Ch. 8 Quiz #1 (Ch.3, 4, 5, 6, 7, 8 – FRIDAY Online During Class Time) | 9/10, 12 & 14 |
| Week Five Assign Informative Speech Developing and Organizing the Presentation, Verbal and Visual Support in Presentations - Ch. 9 & 10 Symposium Speeches | 9/17, 19 & 21 |
| Week Six Symposium Speeches | 9/24, 26 & 28 |
| Week Seven Delivering the Presentation, Types of Business Presentations – Ch. 11 & 12 Quiz #2 (Ch. 9, 10, 11, 12 - FRIDAY Online During Class Time) | 10/1, 3 & 5 |
| Week Eight Informative Speeches Fall Break – No class FRIDAY | 10/8, 10 & 12 |
| Week Nine Informative Speeches Assign Performance Appraisal And Policy Persuasive Speech | 10/15, 17 & 19 |
| Week Ten Communicating at Work, Communication Culture, and Work Ch. 1 & 2 Assign Roast speech Assign Performance Appraisal Schedule | 10/22, 24 & 26 |

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| Week Eleven | 10/29, 31 & 11/2 |
| Submit Proposal Presentation thesis statement and intended audience Quiz #3 (Ch. 1, 2 – FRIDAY Online During Class Time) | |
| Week Twelve | 11/5, 7 & 9 |
| Proposal Presentations | |
| Week Thirteen | 11/12, 14 & 16 |
| Proposal Presentations | |
| Week Fourteen | 11/19, 21 & 23 |
| Performance Appraisals Manuscript Speech Strategy Sessions | |
| Week Fifteen | 11/26, 28 & 30, |
| Manuscript Speeches and Roast Speeches | 12/3 & 5 |
| Week Sixteen - See Official Final Exam Schedule | |