

Communication 2131 – Business & Professional Speaking

Subject to change – Please check Carmen announcements regularly for potential updates

MEETING TIME: Monday, Wednesday & Friday - 9:10-10:05 a.m.

INSTRUCTOR: Tonya Forsythe, M.S.

PHONE: 614-949-7737 cell (call or text)

OFFICE HOURS: W/F 10:15-11:15 a.m. and T/R 11:15 a.m.-12:15 p.m.

OFFICE: Journalism Building #319

REQUIRED TEXT AND MATERIALS:

E-MAIL: forsythe.74@osu.edu

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.

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)."

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:

<u>Elevator Speech (Individual)</u>	1%	5 pts.
Student gives a quick introduction speech. (1-1-1/2 minutes)		
<u>Employment Interview with Resume (Individual with instructor)</u>	5%	25 pts.
<u>Team Online Discussion Facilitation (Teams of 3)</u>	5%	25 pts.
Student works in a team of three to manage a class online discussion. Topic and date of discussion is assigned by the instructor.		
<u>Team Online Discussion Participation (Individual)</u>	9%	45 pts.
Student participates in weekly topic discussions.		
<u>Symposium Speech (Teams of 5)</u>	10%	50 pts.
Student participates in a team symposium speech. The team will select a topic of relevance to the Ohio State University student population. A 5-6 page research paper will accompany the symposium speech. Speeches will be given to instructor and team members only. (18-20 minutes)		
<u>Informative Speech (Individual)</u>	16%	80 pts.
Student gives an informative speech on a workplace communication topic in appropriate depth and detail depending on the professional interest of the student. Outline required. (4-5 minutes)		
<u>Proposal Presentation (Individual)</u>	20%	100 pts.
Student gives a persuasive proposal presentation in appropriate depth and detail on a business or professional topic. Power point slides are required. Outline is required. (5-6 minutes)		
<u>Performance Appraisal Interview & HR Document (Teams of 2)</u>	10%	50 pts.
Student is assigned a team member to evaluate throughout the semester. The student 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 classroom speaking assignments. Activity is similar to a real-work performance appraisal format. (4-5 minutes)		
<u>Manuscript Speech (Teams of 3)</u>	10%	50 pts.
Teams write a speech of introduction, tribute, nomination or goodwill on an appropriate topic for a business and professional situation in manuscript style. One person in the team is selected to deliver the speech. Manuscript required. (2-3 minutes).		
<u>Quizzes (4)</u>	12%	60 pts.
<u>Variable tasks (as assigned by instructor)</u>	2%	10 pts.

Grading:

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

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

Spring 2016 Semester Schedule

1	1.11.16	Welcome and Introduction; Principles of Interviewing	6
	1.13.16	Interviewing Materials; Business Writing; Explain Team Online Discussions and Teams	Appendix I & III
	1.15.16	Elevator Speeches	
2	1.18.16	NO CLASS – MLK DAY	
	1.20.16	Cover Letter & Resume Due for Students 1-15	
	1.22.16	Cover Letter & Resume Due for Students 16-30	
3	1.25.16	Team Online Discussion 1	
	1.27.16	Listening; Verbal & Nonverbal Messages	3 & 4
	1.29.16	Interpersonal Strategies and Skills; Leading and Working in a Team Quiz 1 (Chapters 3, 4 & 6) on Carmen due by midnight	5 & 7
4	2.1.16	Team Online Discussion 2	
	2.3.16	Effective Meetings	8
	2.5.16	Developing and Organizing the Presentation; Verbal and Visual Support in Presentations	9 & 10
5	2.8.16	Team Online Discussion 3	
	2.10.16	Informative Speeches (Students 1-10); outline due in dropbox before speech Quiz 2 (Chapters 5 & 7-10) on Carmen due by midnight	
	2.12.16	Informative Speeches (Students 11-20) ; outline due in dropbox before speech	
6	2.15.16	Team Online Discussion 4	
	2.17.16	Informative Speeches (Students 21-30) ; outline due in dropbox before speech	
	2.19.16	Symposium Speech Strategy Session; Strengths Finder	
7	2.22.16	Practice Symposium Speeches	
	2.24.16	Delivering the Presentation; Types of Business Presentations	11 & 12
	2.26.16	Symposium Speeches (Teams 1 & 2); paper due immediately before speech	
8	2.29.16	Team Online Discussion 5	
	3.2.16	Symposium Speeches (Teams 3 & 4); paper due immediately before speech Quiz 3 (Chapters 11 & 12) on Carmen due by midnight	
	3.4.16	Symposium Speeches (Teams 5 & 6); paper due immediately before speech	
9	3.7.16	Team Online Discussion 6	
	3.9.16	Communicating at Work; Communication Culture & Work Assign Proposal Presentation	1 & 2
	3.11.16	Proposal Presentation Meetings by appointment (during class time) Proposal Presentation & Audience document due by 10:05 am Quiz 4 (Chapters 1-2) on Carmen due by midnight	
10	3.14.16	NO CLASS – SPRING BREAK	
	3.16.16	NO CLASS – SPRING BREAK	
	3.18.16	NO CLASS – SPRING BREAK	
11	3.21.16	Team Online Discussion 7	
	3.23.16	Proposal Presentations (Students 1-8); Proposal outline due in dropbox before speech	
	3.25.16	Proposal Presentations (Students 9-15) ; Proposal outline due in dropbox before speech	
12	3.28.16	Team Online Discussion 8	
	3.30.16	Proposal Presentations (Students 16-23) ; Proposal outline due in dropbox before speech	
	4.1.16	Proposal Presentations (Students 24-30) ; Proposal outline due in dropbox before speech	
13	4.4.16	Team Online Discussion 9	
	4.6.16	Performance Appraisals (Teams 1-5)	
	4.8.16	Performance Appraisals (Teams 6-10)	
14	4.11.16	Team Online Discussion 10	
	4.13.16	Performance Appraisals (Teams 11-15)	
	4.15.16	Manuscript Strategy Session Performance Appraisal HR Doc due by midnight in Carmen Dropbox	
15	4.18.16	Practice Manuscript Speeches	
	4.20.16	Manuscript Speeches (Teams 1-5); manuscript paper due immediately before speech	
	4.22.16	Manuscript Speeches (Teams 6-10) ; manuscript paper due immediately before speech	
16	4.25.16	Overflow day	