



THE OHIO STATE UNIVERSITY

Arts and Science/School of Communication

SYLLABUS: COMM 2131 BUSINESS & PROFESSIONAL SPEAKING SPRING 2021 ONLINE

COURSE DESCRIPTION

From the catalog: Train students in public speaking and developing interpersonal skills for business and the professions.

This course is designed to focus on developing communication skills in different types of presentation styles for business. Students develop small group, interviewing and interpersonal communication skills. Students also develop problem solving, team management and leadership skills for work-related situations.

Instructor

Instructor: Nancy Fisher

Email address: fisher.799@osu.edu

Phone number: 316-841-7067

Online office hours: By appointment. Email me to set up a time for a call. Office hours are digital via email, Carmen messages, or CarmenConnect.

Course learning outcomes

By the end of this course, students should successfully be able to:

1. Develop and deliver presentations using various forms of public speaking for different settings including training, symposium, informative, persuasive and entertainment. Students will learn to develop, organize, support and deliver business presentations.
2. Obtain a better understanding of communication in the organization, in public presentations and in small groups using panel discussions, symposium speaking and group training speeches.
3. Engage in real-world application through small group exercises emphasizing diversity and workplace climates, and with interpersonal communication skills such as listening, verbal and nonverbal messages, accommodation, and collaboration.
4. Apply problem solving strategies in work situations of all types resulting in improved communication competency, efficiency and flexibility in the workplace

- as well as in team meetings. Students learn to deal with difficult people and situations which is demonstrated in the symposium and manuscript group projects.
5. Demonstrate interpersonal communication and interviewing strategies including training in ethics, listening, and being able to adapt to formal and informal interview settings and different workplace environments. Presentations will include discussion that will demonstrate knowledge of these concepts.
 6. Work in self-managed teams to develop leadership and understand power and influence while performing functions traditionally assigned to supervisors or managers. This skill is demonstrated in the professional interpersonal performance appraisal giving feedback to a team member.

Course materials

Required

Adler, R., Elmhorst J., & Lucas, K. (2019). *Communicating at work: Principles and practices for business and the professions*, 12th ed. New York, NY: McGraw-Hill. (print or e-book)

Rath, T. (2007). *Strengths finder 2.0*. New York, NY: Gallup Press.

VoiceVibes. (2019). Retrieved from www.MyVoiceVibes.com. (access will be given for you to purchase).

Mode of delivery

This course will be fully online.

How this course works

Students will learn in this course by reading materials the week they are assigned.

Students will learn in this course by following the module of assigned material each week.

Students will succeed by acquiring the textbook and VoiceVibes within the first week of class.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Carmen:**
 - Carmen, Ohio State’s Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit [Carmen.osu.edu](https://carmen.osu.edu). Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
 - Help guides on the use of Carmen can be found at <https://resourcecenter.odde.osu.edu/carmen>
 - **This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.**
 - [Carmen accessibility](#)

- **Carmen Connect**
 - Office hours will be held through Ohio State’s conferencing platform, Carmen Connect. A separate guide to accessing Carmen Connect and instructor office hours are posted on the course Carmen page in the Getting Started module.
 - Students may use the audio and video functions if a webcam and microphone are available. If not, there is still a chat function within Carmen Connect for the student to live chat with the instructor or TA in the virtual office hours room.
 - Help guides on the use of Carmen Connect can be found at <https://resourcecenter.odde.osu.edu/carmenconnect>

- **VoiceVibes:** <https://app.myvoicevibes.com/sign-in>
 - **Privacy Policy:** <https://www.myvoicevibes.com/privacy-policy.html>
 - **Support for VoiceVibes:** support@myvoicevibes.com

- **Secured Media Library:**
 - Media materials for this course will be made available via the Secured Media Library. go.osu.edu/SecuredMediaLibrary
 - Frequently Asked Questions and support can be found at <https://resourcecenter.odde.osu.edu/secured-media-library>

- To obtain additional help for use of the Secured Media Library, please email emedial@osu.edu
- **Proctorio:** Online monitoring software through Carmen. To get started go to: <https://resourcecenter.odee.osu.edu/carmencanvas/gettingstarted-proctorio-students>. See more detailed information under the 'Exams' section of this syllabus.
- **Carmen Connect:**
 - Carmen Connect, Ohio State's webinar tool, will be used to host synchronous class meetings. Log in to Carmen Connect using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
 - [Help guides on the use of Carmen Connect can be found at https://odee.osu.edu/resourcecenter/carmenconnect](https://odee.osu.edu/resourcecenter/carmenconnect)
- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection

Necessary software

- Word processor with the ability to save files under .doc, .docx, .rtf, or .pdf. Most popular word processing software programs including Microsoft Word and Mac Pages have these abilities.
- OSU students have access to Microsoft Office products free of charge. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Assignments and descriptions

Grades

Assignment or Category	Points and Percent
SPEECHES (6)	
Team Training Presentation	20/4%
Panel Discussion	50/10%
Informative Speech	80/16%
Manuscript Speech	50/10%
Proposal Presentation (PowerPoint required)	100/20%
Entertainment Speech	25/5%
INTERVIEWS (2)	
Employment Cover Letter and Resume	25/5%
Professional Interpersonal Performance Appraisal	50/10%
EXAMS (3)	75/15%
DISCUSSIONS (5)	25/5%
Total	500/100%

See course schedule for due dates.

Assignment guide

Online Speech Requirements

One aim of this course is to develop your presentation skills in a wide variety of speaking formats. Each speaking assignment has three important requirements:

1. Speeches need to be recorded and compressed and are due by 10:00 p.m. on the assigned day and week.
2. Record your speech using a cell phone, tablet or laptop held by someone else. More detail about recording is provided in individual assignments.
3. After recording your speech, compress the video by using a free app of your choice found on the app store. I use the simple app named "compress" at the VGA setting. Upload the compressed video to the corresponding dropbox on Carmen by the due date.

SPEECHES (6)

Team Training Presentation

4%

20 pts.

Students are required to give an informative training session in appropriate depth and detail on one or two sections of an assigned chapter of the textbook. This presentation will display students' knowledge of topics such as communication culture at work, interpersonal skills, leading and working in teams and how to lead effective meetings. The speech length is 4-5 minutes and online discussion is required.

Panel Discussion

10%

50 pts.

Students are required to give an informative speech and develop a research paper that summarizes their interpersonal characteristics from *Strengths Finder 2.0* by Thomas Rath. The speech length is three to four minutes and a paper and online discussion is also required. The *StrengthsFinder* assessment allows each student to analyze and present themselves in a speech followed by an online panel discussion with an assigned group. Students apply interpersonal problem solving skills, to learn how to present themselves to others, and communicate with others by identifying qualities and abilities they can take into the workplace.

Informative Speech

16%

80 pts.

Students give an informative speech to a live audience on how communication is most effectively used in the workplace in appropriate depth and detail depending on the professional interest of the student. This assignment allows students to cultivate their interviewing skills and to synthesize and communicate findings to an audience. The speech length is five to six minutes. **VoiceVibes practice is required.** A full sentence outline, online discussion and giving feedback to other student is required. Peer feedback will be provided by students in an online format, with peers commenting on the degree to which the presentation was informative.

Persuasive Proposal Presentation (using Power Point)

20%

100 pts.

Students give a persuasive proposal presentation to a live audience in appropriate depth and detail on a business or professional topic. Power point slides are required. Peer feedback will be provided by students in an online format, during which students will comment on the degree to which the presentation was persuasive. An outline is required. **VoiceVibes practice is required.** The speech length is six to seven minutes and an online discussion is required.

Manuscript Speech (group)

10%

50 pts.

For this assignment groups give either a speech of introduction, tribute, nomination or goodwill on an appropriate topic for a business and professional situation. The speech will be given in manuscript style, a format that focuses on the role of language and the creative use of language in a public presentation. One 5-6 page paper, a bibliography and a speech will be required for each group. Speech length is five minutes and an online discussion is required.

Entertainment Speech **5%** **25 pts.**

In this last presentation students give an entertainment or “roast” speech to a student within their group in a light-hearted, good-natured exaggerated but fact-based manner about a classmate. This speech requires merging students’ knowledge of their presentation skills with building and sustaining positive relationships with their professional colleagues. The outcome is to understand and exhibit social skills that are necessary in the workplace. The required speech length is one minute.

INTERVIEWS (2)

Employment Pitch, Resume, and Cover Letter **5%** **25 pts.**

Students present an employment pitch, write a cover letter and resume for an entry level position for an assigned job description. This requires excellence in oral communication in a video on why YOU are the best candidate for this position. Students learn written and communication skills, the ability to present themselves virtually and how to conduct an introductory interview.

Professional Interpersonal Performance Appraisal Interview **10%** **50 pts.**

Students describe in a written analysis and virtual meeting with an assigned appraisee the important elements of his/her past performance throughout the term (both strengths and weaknesses), with detailed examples from a wide range of identified speaking assignments. This interview is similar to a real-work performance/employee appraisal format. The required length for each appraisal is four to five minutes.

EXAMS

Proctorio is the online exam proctoring/monitoring tool integrated into Carmen. Use of Proctorio is required for both exams. Proctorio offers you flexibility to take your exams at the time and in the location of your choosing. Students are required to have a webcam (USB or internal) with a microphone and a strong stable internet connection. During the course of an exam, Proctorio will record the testing environment, therefore students should select private spaces for the exam session where disruptions are unlikely and where recording devices can be enabled. Instructions for Proctorio use will be provided. To use Proctorio you **must be over 18 years of age. Additionally, the tool has limitations in its accessibility for students reliant upon screen readers and keyboard navigation. If you have concerns about using an online proctoring tool for the reasons listed above or in general, please work with your instructor to find an equivalent alternative. Additional information on academic integrity at Ohio state and recommended proctoring options are available.**

Proctorio offers free 24/7 student support through web chat or email.

Three exams will focus on assigned readings and lecture. Exams are on Carmen and are not open book or open note. There will be 25 questions. You will have approximately one minute per exam question. Exam questions are multiple choice. Exam questions will be randomized by

topic and pulled from a text bank of hundreds of questions. See the schedule for your exam time frame. If you do not take the exam, you will receive 0 points for the exam. The exam may only be made up when approved by the instructor for one of the following reasons: (a) the absence is a university excused activity, necessary documentation is provided, and arrangements for make-up are made in advance; or (b) the absence is due to a medical or family emergency, necessary documentation is provided, and arrangements for make up are made within 24 hours of the missed exam. If the requirements for (a) or (b) are not fully met, you will receive 0 points for the exam.

The comprehensive exams will be online on Carmen.

Exams (3) **15%** **75 pts.**

Exams are multiple choice from the readings.

ONLINE DISCUSSIONS (5) **5%** **25 pts.**

There will be five online discussions including due only on date assigned: Interviewing, Panel Speech Discussion, Team Training Presentation, Informative Speech Peer Feedback, Proposal Presentation Personal Reflection, and Manuscript Speech Feedback. These discussions will give you an opportunity to converse with your classmates about each other's presentations, topic choice and observations about other students' language and delivery skills. They are listed on the schedule as discussions. Assigned questions to prompt thoughtful feedback will be provided. No late discussion posts are accepted.

Discussions will include three written requirements:

First, an initial post of 100-200 words will be due by 10:00 p.m. on the **Wednesday** of the week a discussion is due. Second, two posts of 50-100 words responding to the initial posts of two other students will be due by 10:00 p.m. on the **Friday** of the week that discussion is due.

Successful discussion posts will demonstrate:

1. An understanding of the concept(s) in the material provided.
2. Independent thought regarding the concepts and material.
3. A thoughtful response to the work of at least 2 other students in the class.

Late assignments

Exams must be taken on the day scheduled. Late unexcused speech performances will be penalized two letter grades. If the student is allowed to make up a performance and does not submit it at appropriate time, a grade of zero will be recorded. A valid medical or documented excuse is required or there is a two-letter grade penalty. Discussions and posts to peers are not accepted late.

Grading scale

465-500 A

450-464 A-

435-449	B+
415-434	B
400-414	B-
385-399	C+
365-384	C
350-364	C-
349-300	D to D-
Below 60%	E

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. Remember that you can call **614-688-HELP** at any time if you have a technical problem.

Grading and feedback

For speeches, you can generally expect feedback within **7 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Discussion board

I will check and reply to messages in the discussion boards every **24 hours on school days**.

Attendance, participation, and discussions

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in:**
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. I suggest logging in at least three times per week to make sure you are keeping up with announcements and course content. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*. Video and audio lectures will be posted on Monday.
- **Participating in discussion forums:**
As participation, you can expect to post at least once each assigned Wednesday and

respond at least once each assigned Friday as part of our substantive class discussions. This requires that you check in twice per week. Additional participation will give you a richer experience within the course.

Credit hour and work expectation

This is a 3-credit-hour course. According to Ohio State policy, students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average. [ASC Honors](#) provides an excellent guide to scheduling and study expectations.

Because this is an online course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in:**
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. I suggest logging in at least three times per week to make sure you are keeping up with announcements and course content. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*. *Video and audio lectures will be posted on Monday.*
- **View lectures assigned on each week's Module**
- **Participating in discussion forums:**
As participation, you can expect to post at least once by Wednesday and respond at least once by Friday as part of our substantive class discussion. This requires that you will check in twice per week, however, additional participation will give you a richer experience within the course.
- **Office hours:**
Office hours are digital via CarmenZoom, email, or Carmen messages.

Encouraging an optimal learning experience

Previous distance learning courses have provided insights from students on how to improve the learning experience and optimize outcomes. Here are a few tips from previous students to encourage your success in this online course:

- Students kept up with the Schedule and assignment due dates.
- Students made sure they had access to a reliable internet connection.
- Students had access to at least one reliable device and a backup plan in case of a technological issue.
- Students have made plans to back up work. OSU provides free access to data storage through [BuckeyeBox](#) and [Microsoft One Drive](#).

- Students reported that completing assigned readings before viewing lectures (or attending synchronous lectures) helped them to be prepared to follow along with lectures and participate in discussions.
- Students scheduled time to complete activities at a steady pace during the week. Keeping a schedule prevented a last minute rush and kept the workload manageable.
- Students approached the material by thinking about the connections between readings, lectures, and assignments.
- Students followed the instructor's preference for camera and microphone settings during online synchronous meetings.

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** Write using correct grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online. The instructor works very hard to provide a positive learning experience. Please keep this in mind and remain civilized and respectful in your email and discussion board communication.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.) *Written and oral assignments:* Your written and oral assignments, including discussion posts and speeches, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. Any time you use the words of others, this must be indicated as a direct quotation with a citation to the source and page number(s), using APA style to clearly indicate the words in the direct quote. To use the words of others while providing a citation, but without indicating that there is a direct quote from the cited work, still is plagiarism. Simply changing a few words from a source does not make the words your own, and such use can also be considered plagiarism. Examples will be provided. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- *Reusing past work:* In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Other course policies

Communication

I will post class updates and/or additional materials as announcements on Carmen and/or to your OSU email. You are responsible for this information.

Challenging a Grade

I am always willing to discuss your grades with you, but I will not do so during class time. To challenge a grade, you must meet virtually with me during office hours or make an appointment **within one week** of the assignment being returned to you. When we meet, you must present your concerns in writing and attach the graded speech, paper, or exam. Please note that a challenge may result in grades being raised or lowered.

Extra Credit

There will be no extra credit offered in this course.

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing, and contact information for Arts and Sciences advisors can be obtained through this website: <http://advising.osu.edu/welcome.shtml>.

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: <http://ssc.osu.edu>. As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th

Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at **614-292--5766** and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614--292--5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24-hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445)

COVID-19 and Illness Policies

University COVID policies

OSU will announce policies as needed.

Student illness or absence

If *you* are too ill to participate in this course due to COVID-19 or another illness, please contact the instructor as soon as you are able. All materials will be made available on Carmen, including lecture recordings and slides. Alternate assignments or extensions may be arranged.

Instructor illness or absence

If the *instructor* is too ill to teach the course for a period of time, the designated backup for this course will step in. You will be notified via email from the School of Communication.

Writing Center

All students, especially those who have difficulty writing, are encouraged to visit the *OSU Writing Center*. Their web address is <https://cstw.osu.edu/writing-center> and their phone number is 688-5865. The Writing Center offers two kinds of tutorials: 1) Scheduled, 50-minute

tutorials in 4120A Smith Lab and 2) Drop-in, 20-minute tutorials at our satellite centers (First floor Thompson Library and 114 Smith-Steeb Residence Hall).

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Diversity

The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Academic integrity policy

Policies for this online course

- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- **Reusing past work:** In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

- **Falsifying research or results:** All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.

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://studentlife.osu.edu/csc/>

Accessibility accommodations for students with disabilities

Requesting accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu ; 614-292-3307; slds.osu.edu ; 098 Baker Hall, 113 W. 12th Avenue.

Disclaimer

The information provided in this syllabus constitutes a list of basic class policies. I reserve the right to modify this information when deemed necessary for any reason. You will be notified in class, via email, and/or on Carmen if and when any changes occur.

Tentative Schedule

Date	Topic	Reading	Media	Assignments	DEADLINES
Week 1 1/11/21	Introductions and Overview Principles of Interviewing, Interviewing Materials, Business Writing	Read: Ch. 6 and Appendix 1 & 2	Watch: Lecture Video on Ch. 6	ASSIGN: Cover Letter and Resume Team Training Group Speech Team Training Groups Assigned	DUE: Cover letter, resume and pitch by Friday, 10 pm DUE: Interviewing Discussion Board by Friday, 10 pm
Week 2 1/18/21	Listening, Verbal & Nonverbal Messages, Interpersonal Skills, Leading & Working in Teams	Read: Ch. 3, 4, 5, 7	Watch: Would I Inspire Me? Meet Your Virtual Group for the Semester!		Due: Team Training Videos for all chapters (by Wednesday at 10 pm)
Week 3 1/25/21	Effective Meetings	Read: Ch. 8	WATCH: Ch. 3, 4, 5 & 7 Group Training Videos	ASSIGN: Panel Discussion Speeches due week 6	
Week 4 2/1/21	Effective Meetings	Panel Discussion Conferences	WATCH: Ch. 8 Training Video		DUE: Exam (Ch. 3, 4, 5, 6, 7, 8) by Friday 10 pm.
Week 5 2/8/21	Developing and Organizing the Presentation, Verbal and Visual Support in Presentations	READ: Ch. 9 & 10	WATCH: Ch. 9 & 10 Group Training Videos	ASSIGN: Informative Speech (Due Week 8)	
Week 6 2/15/21					DUE: Panel Discussion Speeches (by Wednesday at 10 pm)

Week 7 2/22/21 INSTRUCTIONAL BREAK 2/23 & 24	Delivering the Presentation, Types of Business Presentations	READ: Ch. 11 & 12	WATCH: Ch. 11 & 12 Group Training Videos		DUE: Panel Discussion Board (by Friday at 10 pm)
Week 8 3/1/21					DUE: Exam 2 (Ch. 9, 10, 11, 12) by Friday 10 pm
Week 9 3/8/21	Informative Speaking		WATCH: Training Video on Ch. 1 & 2	ASSIGN: Performance Appraisal & Schedule & Policy Persuasive Speech (speech is due Week 12) Entertainment Speech (Due week 15)	DUE: Informative Speeches (by Wednesday at 10 pm) DUE: Informative Speech Discussion/Peer Feedback by Fri., at 10 pm
Week 10 3/15/21	Communicating at Work and Communication Culture and Work	Read Ch. 1 & 2			DUE: Exam 3 (Ch. 1 & 2 – by Friday 10 pm) DUE: Thesis statement for Proposal Presentation submitted for approval by Wednesday at 10 pm
Week 11 3/22/21	Speech Preparation		WATCH: Proposal Presentation Videos		DUE: Proposal Presentations by Wednesday at 10 pm
Week 12 3/29/21 INSTRUCTIONAL BREAK 3/31-4/1					DUE: Performance Appraisals of Assigned Group Member (by Friday at 10 pm) DUE: Proposal Speech Discussion Board by Friday at 10 pm.

Week 13 4/5/21	Manuscript Strategy Sessions with your group				DUE: Manuscript Group Speech (by Wednesday at 10 pm)
Week 14 4/12/21					DUE: Entertainment Speech due Wednesday by 10 pm. DUE: Manuscript Discussion Board/Peer Feedback by Wednesday by 10 pm
Week 15 4/19/21					See the Week 15 Module.