THE OHIO STATE UNIVERSITY

SYLLABUS: COMM 2131
BUSINESS AND PROFESSIONAL SPEAKING
SPRING 2026 ONLINE

Instructor

Instructor: Tonya Forsythe

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Office hours: Journalism Building room 319 or Zoom by appointment

Course description

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

This course is designed to develop confidence in business communication. This class will focus on business communication including written and oral communication. The course includes instruction on preparation, organizing, rehearsing, and delivering quality presentations. Tips and techniques for incorporating different types of visuals and using a variety of delivery methods will be shared. Interviewing techniques will also be discussed.

Course learning outcomes

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

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

Mode of delivery

This course will be presented fully online in an asynchronous format. There will be no set meeting times or live components.

Course materials

Required

The textbook for this course must be purchased from the bookstore or online. Additional reading material will be provided as links in Carmen.

Brooks, Alison Wood, Talk: The Science of Conversation and the Art of Being Ourselves, New York, NY: Crown Publishing Group, 2025.

Grades

Assignment or category	Points and Percent
Discussions (8)	320/32%
Prep Topics Assignment	40/4%
Speech outlines (3)	60/6%
Draft e-mail with signature	50/5%
Coffee & Reflection (2)	120/12%
AI Job Interview Prep	100/10%
Guest Speaker Introduction	50/5%
Informative Speech	100/10%
Proposal Speech	160/16%
Total	1,000 Points and 100%

See course schedule, below, for due dates

Assignment guide

Discussions

There will be 8 individual discussions throughout the semester. Five discussions will give you an opportunity to converse with your classmates regarding communication topics. They are listed on the schedule as discussions and a prompt for each discussion will be provided. Discussions will include three written requirements. An initial post of 100-300 words will be due by 11:59pm on the **Wednesday** of the week a discussion is due. Two posts of 50-150 words

responding to the initial posts of two other students will be due by 11:59 on the **Friday** of the week that discussion is due. Discussion posts should demonstrate 1. Understanding of the concept(s) in the material provided 2. Independent thought regarding the concepts and material 3. Thoughtful response to the work of at least 2 other students in the class. The other three discussions will be peer feedback on speeches. You will upload your speech to the discussion forum. Replies of 50-100 words commenting on each of the four speeches will be due by 11:59 on the **Friday** of the week that discussion is due. **Discussion posts and replies will not be accepted more than 7 days past the due date. No exceptions.**

Speech outlines

A full-sentence preparation outline as described in the lectures and modules is to be turned in for the guest speaker introduction, informative, and proposal speeches. A specific purpose statement is required. Outlines must be in outline or script format per rubric instructions. A reference page in APA format must be included. Upload the outline to the corresponding dropbox on Carmen by the due date.

Speeches

A live audience is not required for your speeches. However, if you have family members or roommates who live with you and are willing to serve as an audience, I encourage you to have them help you record your speech and serve as an audience. Speeches need to be recorded and compressed and are due by 11:59pm on the due date. To record your speech, please use a cell phone, tablet or laptop held by one of your audience members OR propped on a sturdy surface if you do not have an audience. 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. If you have trouble uploading directly to Carmen, you may upload your speech video to OneDrive or YouTube and share the link in the assignment dropbox. A detailed description of each speech is located below.

Informative Speech

In this speech, you present information about a business or professional topic with the goal of providing knowledge and understanding of the topic to your audience. A The speech must be organized in chronological, spatial, or topical order. The speech requires the use of a visual which can be tactile, a handout, a video (of 30 seconds or less), or a PowerPoint (Google slides are accepted as well). The speech must include 2 sources and be organized with 2 or 3 main points. The speech must fall within 3-4 minutes. You will participate in a discussion reviewing four peer speeches as part of this assignment.

Guest Speaker Introduction

The purpose of this speech is to effectively introduce a guest speaker for an event your company is hosting. The primary focus of the speech is to get the audience invested to pay attention to the upcoming speech. Time limit is 60 to 90 seconds. A fictitious speaking event will be created by you and you will also title the speech that the speaker is going to deliver. You

get to select any living person of your choice to introduce. You can pick anyone who you would like to hear speak: famous author, sports figure, politician, business person, influencer, etc. Speech should contain 4 key elements: 1. grab the audience's attention; 2. mention the speaker's credibility; 3. preview the topic; and 4. make them feel welcome.

Proposal Speech

You will give a persuasive proposal speech in appropriate depth and detail on a business or professional topic. Speech should contain 3 main points about your topic. Your speech should be organized in Monroe's Motivated Sequence organizational pattern. The attention step will be in the introduction and the action step will be in the conclusion. The body of the speech will have three main points: need, satisfaction, and visualization. You should preview your main points in the introduction and summarize them in your conclusion. A visual of 4-10 PowerPoint or Google slides is required. Time limit is 5-6 minutes. This speech will be delivered live in the classroom.

Draft e-mail with signature

You will write an email based on the rubric and prompt to ask for an interview for your Coffee and Reflection assignments throughout the semester. You will also create a professional signature graphic for the close of your email.

Job Interview

You will use AI to complete a job interview prep. Please see the assignment description in Carmen.

Coffee and Reflection

Networking is an important part of the job search and learning process. Networking environments will be explored to show indicators of employability for the student using research from Thomas Clark's article, *Networking: A key to career communication and management consulting success.* Students will apply networking principles and occupational psychology attributes to this assignment.

In this assignment you will complete two information seeking interviews throughout the semester with professionals of your choice who are in a field you are interested in pursuing post-graduation. You will contact the professional and set up a 20-minute to 1-hour casual conversation with them that may or may not include coffee! The goal of this assignment is for you to network and make connections while gathering information about potential careers in your field. You will then write a reflection based on your experience for each of the networking events. Criteria for the reflections can be found in the assignment description and rubric in Carmen.

Due dates and late penalties

All submitted assignments are due on the due date listed on the syllabus and within Carmen. Assignments submitted within 24 hours past the due date will have a 10% late penalty of the final assignment grade. Assignments submitted 48 hours past the due date will have a 20% late penalty of the final assignment grade. Assignments submitted between 3-7 days late will receive a 50% late penalty of the final assignment grade. Assignments submitted 8 or more days late will be evaluated but will receive a zero grade. **Discussion posts and replies will not be accepted more than 7 days past the due date. No exceptions.**

Grading scale

A	93-100%	(925-1000)	B- 80-82%	(795-824)	D+ 67-69%	(665-694)
A-	90-92%	(895-924)	C+77-79%	(765-794)	D 60-66%	(600-664)
B+	87-89%	(865-894)	C 73-76%	(725-764)	E Below 60%	(599 and below)
B	83-86%	(825-864)	C- 70-72%	(695-724)		

Attendance, participation, and discussions

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.

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 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.

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 **7-14 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**.

Communications

I will post class updates and/or additional materials as announcements on Carmen and/or to your OSU email. Please check Carmen and read your email regularly (at least 2-3 times per week) because you are responsible for this information, just as you are responsible for information in class.

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 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.

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**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **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.)
- **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.

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.

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. 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.odee.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**
- **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

Other course policies

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. 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.

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.

Academic integrity policy

Academic Misconduct

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the [Committee on Academic Misconduct](#) (COAM) expect that all students have read and understand the University's [Code of Student Conduct](#), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute Academic Misconduct.

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so please review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If an instructor suspects that a student has committed academic misconduct in this course, the instructor is obligated by University Rules to report those suspicions to the Committee on Academic Misconduct. If COAM determines that a student violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in the course and suspension or dismissal from the University.

If students have questions about the above policy or what constitutes academic misconduct in this course, they should contact the instructor.

For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/

Artificial Intelligence and Academic Integrity

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite, and others. These tools will help shape the future of work, research and technology, but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State.

All students have important obligations under the Code of Student Conduct to complete all academic and scholarly activities with fairness and honesty. Our professional students also have the responsibility to uphold the professional and ethical standards found in their respective academic honor codes. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship, or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own. These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

Religious Accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement **and** the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the Civil Rights Compliance Office.

Policy: Religious Holidays, Holy Days and Observances

Disability Statement (with Accommodations for Illness)

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If students anticipate or experience academic barriers based on a disability (including mental health and medical conditions, whether chronic or

temporary), they should let their instructor know immediately so that they can privately discuss options. Students do not need to disclose specific information about a disability to faculty. To establish reasonable accommodations, students may be asked to register with Student Life Disability Services (see below for campus-specific contact information). After registration, students should make arrangements with their instructors as soon as possible to discuss your accommodations so that accommodations may be implemented in a timely fashion.

If students are ill and need to miss class, including if they are staying home and away from others while experiencing symptoms of viral infection or fever, they should let their instructor know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations.

slds@osu.edu

https://slds.osu.edu/

098 Baker Hall, 113 W. 12th Ave

614-292-3307 phone

Intellectual Diversity

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

Grievances and Solving Problems

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect The Ohio State University is committed to building and maintaining a welcoming community. All

Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office (CRCO):

Online reporting form: http://civilrights.osu.edu/

Call 614-247-5838 or TTY 614-688-8605

civilrights@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.

- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

Counseling and Consultation Services / Mental Health Statement

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 by dialing 988 to reach the Suicide and Crisis Lifeline.

Military-Connected Students

The Military and Veterans Services (MVS) Office offers a wide range of resources for military-connected students. Whether using educational benefits or not, all military-connected students are encouraged to learn more about how the university supports military-connected students (i.e., information about tutoring, transition services, access to the veteran's lounge, etc.). For service members, should you receive military orders during the semester or know of classes that will be missed due to service commitments, please speak with your instructor as soon as possible on possible accommodations. MVS contact information: milvets@osu.edu; 614-247-VETS; veterans.osu.edu/; 185 Student Academic Services Building, 281 W. Lane Avenue.

Online course schedule Autumn 2025

	Week	Readings and Lectures	Discussion and Assignment Due Dates
1	January 12-16, 2026	**Reading:** Introduction and Chapter 1 from TALK **Lecture 1:** Welcome and Overview **Lecture 2:** Communication, Culture, and Work	Café Discussion post due Wednesday 1/14/26 at 11:59 p.m. Café Discussion replies Friday 1/16/26 at 11:59 p.m.
2	January 19-23, 2026	**Reading:** Chapter 2: T is for Topics from TALK **Reading:** additional reading links on Carmen **Lecture 3:** Conducting an Informational Interview **Lecture 4:** Informative Speeches **Viewing:** additional video links on Carmen	Prep Topics due **Saturday** 1/24/26 at 11:59 p.m. Draft e-mail with signature due **Saturday** 1/24/26 at 11:59 p.m.
3	January 26-30, 2026	**Lecture 6:** Verbal Support in Presentations	Multitasking Discussion post due Wednesday 1/28/26 at 11:59 p.m. Multitasking Discussion replies Friday 1/30/26 at 11:59 p.m. Informative Speech Outline due Friday 1/30/26 at 11:59 p.m.
4	February 2-6, 2026	**Reading:** Chapter 3: A is for Asking from TALK **Lecture 7:** Speech Delivery	Never-Ending Follow-up Discussion post due Wednesday 2/4/26 at 11:59 p.m. Never-Ending Follow-up Discussion replies due Friday 2/6/26 at 11:59 p.m.
5	February 9-13, 2026	Informative Speeches	Informative Speech due Friday 2/13/26 at 11:59 p.m.
6	February 16-20, 2026	**Reading:** additional reading links on Carmen **Lecture 8:** Verbal and Nonverbal Communication	Coffee & Reflection #1 due Friday 2/20/26 at 11:59 p.m.
7	February 23-27, 2026	**Reading:** Chapter 4: L is for Levity from TALK **Reading:** additional reading links on Carmen **Lecture 9:** Employment Interviews	Give a Compliment Discussion post due Wednesday 2/25/26 at 11:59 p.m. Give a Compliment Discussion replies Friday 2/27/26 at 11:59 p.m. Informative Speech Peer Review Discussion due Friday 2/27/26 at 11:59 p.m.
8	March 2-6, 2026	**Reading:** additional reading links on Carmen **Viewing:** Organizing a Guest Speaker Introduction	Guest Speaker Introduction Speech Script due Friday 3/6/26 at 11:59 p.m.
9	March 9-13, 2026	**Reading:** Chapters 5 and 5.5: K is for Kindness and A Quick Pause from TALK **Lecture 12:** Listening and Interpersonal Skills	Validation Challenge Discussion post due Wednesday 3/11/26 at 11:59 p.m. Validation Challenge Discussion replies due Friday 3/13/26 at 11:59 p.m.
	March 16-20, 2026	**Spring Break**	

10	March 23-27, 2026	**Lecture 10:** Visual Support in Presentations and PowerPoint Design **Lecture 11:** Persuasion, Organizing Your Proposal Speech, and Proposal Speech Explanation **Reading:** Chapter 6: Many Minds from TALK	Job Interview Prep due Friday 3/27/26 at 11:59 p.m.
11	March 30-April 3, 2026	**Reading:** Chapter 7: Difficult Moments from TALK and Chapter 8: Apologies and Epilogue from TALK	Guest Speaker Introduction Speech due Friday 4/3/26 at 11:59 p.m. Proposal Speech Outline due Friday 4/3/26 at 11:59 p.m.
12	April 6-10, 2026		Guest Speaker Peer Review Discussion due 4/10/26 at 11:59 p.m. Coffee & Reflection #2 due 4/10/26 at 11:59 p.m.
13	April 13-17, 2026	Proposal Speeches	Proposal Speech due Friday 4/17/16 at 11:59 p.m.
14	April 20-24, 2026		Networking Discussion post Wednesday 4/22/26 at 11:59 p.m. Networking Discussion replies Friday 4/24/26 at 11:59 p.m.