

UNIVERSITY OF MARYLAND
INSTITUTE OF APPLIED AGRICULTURE
INAG 110: Oral Communication

Instructor: Dr. JoEllen Barnhart
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Office Hours: M: 1:00p.m.-3:00p.m.
T, TH: 12:00noon.-2:00p.m. and by appointment

Course Description

This course focuses on oral communication; it examines how perception, self-concept, verbal and nonverbal communications affect the communication process as it emerges in the work place. The course provides skill training in speech writing, public speaking, group communication, interpersonal communication, listening, and responding.

Learning Objectives

- Demonstrate competency in planning, preparing, and presenting effective oral presentations with varying purposes
- Demonstrate an understanding of the role of oral communication in academic, social, and professional endeavors
- Demonstrate effectiveness in using verbal and nonverbal language appropriate to the goal and the context of communication
- Use effective presentation techniques including presentation graphics
- Demonstrate an enhanced awareness of one's own communication style and choices
- Demonstrate skill in responding to questions, managing interpersonal and group communication, and applying principles of effective listening
- Demonstrate awareness of communication ethics in a global society
- Understand how perception affects the communication process
- Recognize the integration of sustainability issues across multiple disciplines, interest groups, and communities.
- Demonstrate the ability to analyze and synthesize the impact of a sustainable issue on a company, agency, or organization.
- Increase the level of communicative competence related directly to a sustainability issue.

Required Materials

- TEXT: Grice, George L., and John F. Skinner. *Mastering Public Speaking (9th Edition)*. 9 ed. Boston, MA: Allyn & Bacon, 2015. Print.

Grading

10% Classwork and homework
50% Speeches
20% Mid-term exam
20% Final exam

Grades are determined on a 10-point scale:

100-97: A+	87-89.9: B+	77-79.9: C+	67-69.9: D+	59.9 & below: F
93 -97: A	83-86.9: B	73-76.9: C	63-66.9: D	
90-92.9: A-	80-82.9: B-	70-72.9: C-	60-62.9: D-	

Attendance

Regular attendance, including entering and leaving class at scheduled times, is necessary in order to pass the course. You are responsible for all materials presented in class when you are absent. Please make arrangements to obtain notes, handouts, and assignments from a classmate. Since in-class participation is an integral part of the course, absences can affect your grade.

Late and Make-up Work

All work is due as assigned. Students will receive a zero for all work not submitted on time.

Speeches are to be delivered on the date assigned and will not be accepted late. Students who are absent on the day they are scheduled to speak will receive a zero for that speech.

A typed copy of each speech or outline of speech (depending on the assignment) is due at the time the speech is delivered.

In-class assignments may not be made up. Students who are absent will receive a zero for that day's classwork.

The mid-term and final exams must be taken on the designated days; no late tests will be given.

Laptops, Tablets, Cell Phones, and Other Portable Electronics

Yes, you may bring your laptop. I permit the use of portable electronics for class-specific use only. This includes note-taking and in-class research. However, these devices must be powered-down in the off position unless we are using for class purposes. Should you not adhere to this classroom policy – you will be considered absent for the day and may be asked to leave the classroom.

I will also require that you use a digital video recording device such as your phone, laptop or tablet to record your speeches. These recordings will be used for self-review purposes.

Academic Integrity

The University's policy on academic integrity will be enforced in this class. The Code of Academic Integrity is available on the web at <http://www.studenthonorcouncil.umd.edu/code.html>. The Code prohibits students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents, and forging signatures. As students, you are responsible for upholding these standards for this course.

Honor Pledge

The University of Maryland has a nationally recognized Honor Code, administered by the Student Honor Council. The University of Maryland Honor Pledge reads:

"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination."

Unless you are specifically advised to the contrary, the Pledge statement should be handwritten and signed on the front cover of all speeches/outlines and examinations in this class. Students who fail to write and sign the Pledge will be asked to confer with the instructor.

Disabilities

The University is legally obligated to provide appropriate accommodations for students with disabilities. The campus Disability Support Services Office (DSS) works with students and faculty to address a variety of issues ranging from test anxiety to physical and psychological disabilities. If a student or instructor believes that the student may have a disability, they should consult with DSS(4-7682, email Dissup@umd.edu). Note that to receive accommodations, students must first have their disabilities documented by DSS. The office then prepares an Accommodation Letter for course instructors regarding needed accommodations. Students are responsible for presenting this letter to their instructors.

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Course Outline

- Unit 1 Introduction to course. Importance of Oral Communication.
Class activities: Ice Breakers. Establish Groupies.

Communicating verbally. Vocal qualities. Interview classmate for Introductory Speech.

Practice Session. Articulation, “In 60 seconds or less.”
- Unit 2 **Introductory Speeches (1.5-2 minutes) 50 points**

Introductory Speeches (1.5-2 minutes)

Chapter 1: Intro to Public Speaking. Communication Process.
Class activity:
Bring to class your three communication goals. Communication Shutdowns.
- Unit 3 Perception and its role in communication
Class activity: Let the Mingling begin.
Perception and Perspective Discussion– how do you know what you know?

Chapter 5: Analyzing Your Audience
Class activity: Mingle! Who is out there? Examination of various audiences.
- Unit 4 Chapter 15: Speaking to Inform
Class activity: Mingle! Discussion: Informing vs. persuading.

Chapter 6: Selecting a Topic
Class activity: Mindmapping a topic.

Chapters 11 & 12: Outlining and Wording Your Speech
Using the Basic Outline of a Speech
Class Activity: Mingle!
- Unit 5 Chapters 7 & 8: Researching and Supporting your Topic.
Class Activity: Creating your thesis and purpose statements.
Bring your thesis and purpose statements to class.
- Unit 6 Chapter 9: Organizing The Body of Your Speech
Chapter 10: Introductions and Conclusions
Practice Session: Establishing credibility with various topics.

Class activity: Peer Review of Outlines
- Units 7-8 **Informative Speeches (4-5 minutes)**

MID TERM EXAM

- Unit 9 Nonverbal Communication.
Class activity: Charades. Discussion: Ways to use nonverbal communication to enhance your delivery.
- Chapters 16-17: Persuasion.
Class Activity: 60 second sales pitch using Monroe Motivated Sequence
- Unit 10 Chapter 16: Ethos, Pathos, Logos
Chapter 14: Using Presentation Aids
- Unit 11 Chapter 19: Speaking in and as a Group
Class activity: Group Processing, examination and practice of your participation in a small group setting.
- Unit 12 Impromptu Speaking: Speaking Confidently
Class Activity: Random topic and speak for 90 seconds- singles and doubles
- Units 13-14 **Sustainability in Business Presentations (7-8 minutes)**
- Unit 15 Course wrap up Activities
Class Activity: *Toast to the Memories!* Final Self Evaluation due
- FINAL EXAM**

*NOTE: This schedule is tentative and subject to change at the instructor's discretion.