

University of Puerto Rico  
Rio Piedras Campus  
College of Humanities  
Department of English

## Syllabus

<b>COURSE TITLE</b>	:	Introduction to Public Speaking
<b>CODE</b>	:	INGL 3257
<b>HOURS/CREDIT</b>	:	45 hours / 3 credits
<b>PREREQUISITE</b>	:	None
<b>PROFESSOR</b>	:	Sofía T. Lebrón Sepúlveda
<b>EMAIL</b>	:	sofia.lebron@upr.edu
<b>COURSE DESCRIPTION:</b>		
<p>English 3257 is an introductory course to develop the student's skills, knowledge, and understanding of the public speaking process focusing on both theory and practice. Students are offered ways to increase understanding of and skill in public speaking through (1) reading assignments, (2) lecture-discussion sessions, and (3) online speaking-listening opportunities. Its purpose is to improve your skills of writing and presenting effective public speeches, with special emphasis on informative (expository) and persuasive (argumentative) discourse. The principles you learn in this class should benefit you not only in subsequent courses in the University, but also in your career and in your life as a citizen in a democratic society.</p>		
<b>COURSE MODALITY:</b>		
This course is face-to-face*.		
<b>CONTINGENCY PLAN IN CASE OF EMERGENCY</b>		

**[English]**

If an emergency or an interruption of courses occurs, course offerings will take place with the support of distance learning modalities, as established in the official syllabus. In compliance with official communications and institutional guidelines, the professor will make efforts to communicate with students via institutional email or other available communication outlets to coordinate the continuity of course work.

**[Spanish]**

En caso de surgir una emergencia o interrupción de clases, el profesor continuará ofreciendo el curso utilizando la modalidad a distancia o en línea, según establecidas en este prontuario oficial. De acuerdo a la información oficial y las directrices institucionales, el profesor realizará esfuerzos para comunicarse con los estudiantes vía correo electrónico institucional u otros medios alternos disponibles para coordinar la continuidad del ofrecimiento.

**COURSE OBJECTIVES:**

1. To improve your ability to write effective public speeches. This will engage you in the full process of speech composition, including the following:
  - Selecting, narrowing, and focusing topics
  - Generating researching materials
  - Adapting the topic and research materials to the specific audience being addressed
  - Supporting ideas with evidence and reasoning
  - Organizing the message for effective communication
  - Preparing and revising drafts of the speech
  - Expressing yourself accurately, clearly, vividly, and appropriately
  - Using correct grammar, punctuation, spelling, etc.
2. To improve your ability to deliver effective public speeches. This will engage you in activities such as the following:
  - Understanding the nature of speech anxiety and how to deal with it
  - Learning the vocal principles of effective speech delivery
  - Learning the nonverbal principles of effective speech delivery
  - Generating speaking notes from a full speech manuscript
  - Rehearsing the speech prior to final presentation
  - Using visual aids to reinforce and clarify the verbal message
3. To improve your ability to think critically and to apply the skills of critical thinking to the analysis of written and oral texts. This will engage you in activities such as the following:
  - Distinguishing main points from minor points in written and oral discourse
  - Gauging the credibility of sources and the reliability of claims in supporting materials
  - Judging the soundness of evidence in public discourse
  - Assessing the validity of reasoning in public discourse
4. To improve your ability to listen effectively to public speeches. This will engage you in activities such as the following:
  - Distinguishing among the introduction, body, and conclusion of a public speech
  - Focusing on a speaker's ideas rather than being diverted by his or her delivery
  - Listening for the main points and supporting materials of a speaker's message
  - Developing note-taking skills

- Preparing written analyses of classroom speeches
- 5. To improve your ability to utilize research skills and strategies. This will engage you in activities such as the following:
  - Developing skills of information acquisition, including interviewing, writing away for information, conducting library research, creating a research bibliography, and taking research notes efficiently
  - Thinking critically and creatively about materials acquired from print and electronic sources

**REQUIRED TEXT**

Lucas, S. E.. (2015). The Art of Public Speaking (12th ed.). Boston: McGraw-Hill.

**COURSE OUTLINE:**

<i>Topic</i>	<b>Outline</b>		
	<b>Face-to-Face</b>	<b>Hybrid</b>	<b>Online</b>
I. Unit 1: Introductory Speech	13 hours	13 hours (online)	13 hours
II. Unit 2: Informative Speech	10 hours	10 hours (face-to-face)	10 hours
III. Unit 3: Persuasive Speech	10 hours	10 hours (online)	10 hours
IV. Unit 4: Special Projects	12 hours	12 hours (face-to-face)	12 hours
<b>Total Contact Hours</b>	<b>45 hours</b>	<b>45 hours</b> (22 face-to-face = 49% and 23 hours online = 51%)	<b>45 hours</b>

**INSTRUCTIONAL STRATEGIES:**

<b>Face-to-face</b>	<b>Hybrid</b>	<b>Online</b>
<ul style="list-style-type: none"> <li>● Professor conferences</li> <li>● Reading</li> <li>● Group work</li> <li>● Individual tasks</li> <li>● Appraisal activities</li> <li>● Practical activities</li> </ul>	<ul style="list-style-type: none"> <li>● Online instructional modules</li> <li>● Readings</li> <li>● Instructional videos</li> <li>● Group work</li> <li>● Individual tasks</li> <li>● Appraisal activities</li> </ul>	<ul style="list-style-type: none"> <li>● Interactive instructional modules</li> <li>● Reading</li> <li>● Instructional readings</li> <li>● Group work</li> <li>● Individual tasks</li> </ul>

<ul style="list-style-type: none"> <li>• Oral presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Practical activities</li> <li>• Oral presentations</li> <li>• Asynchronous and synchronous video conferencing</li> </ul>	<ul style="list-style-type: none"> <li>• Appraisal activities</li> <li>• Practical activities</li> <li>• Oral presentations</li> <li>• Asynchronous video conferencing</li> <li>• Synchronous meetings</li> </ul>
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**MINIMUM REQUIREMENTS AVAILABLE OR REQUIRED:**

Tools	Face-to-face	Hybrid	Online
Account in the institutional learning management platform. (Example: Moodle)	Institution	Institution	Institution
Institutional email account	Institution	Institution	Institution
Computer with high-speed internet access or mobile device with data service	Student	Student	Student
Programs or applications: word processor, spreadsheets, presentation editor.	Student	Student	Student
Built-in or external speakers	n/a	Student	Student
Webcam or mobile with camera and microphone	n/a	Student	Student

**EVALUATION TECHNIQUES:**

Face-to-face	Hybrid	Online
Assignments .....xx%	Assignments.....xx%	Asynchrony Activities .....xx%
Test..... xx%	Group Work	Group Work .....xx%
Portfolio..... xx%	Projects.....xx%	Discussion Forum
Oral Presentations.....xx%	Discussion Forum	Participation.....xx%
Research	Participation.....xx%	Electronic Portfolio.....xx%
Assignments.....xx%	Test .....xx%	Virtual Oral Presentations...xx%
Group Work.....xx%	Electronic Portfolio.....xx%	Synchronic meetings.....xx%
<b>Total.....100%</b>	Oral Presentations.....xx%	<b>Total.....100%</b>
	<b>Total.....100%</b>	

## **RIGHTS OF STUDENTS WITH DISABILITIES**

### **[English]**

Students who receive services from the Office of Vocational Rehabilitation must contact the professor at the beginning of the semester to make arrangements for reasonable accommodations and the necessary auxiliary equipment recommended by the “Oficina de Asuntos para las Personas con Impedimento (OAPI)” of the office of the Dean of Students. Other students with special needs who require any kind of assistance or reasonable accommodations should also contact the professor.

### **[Spanish]**

Según la Ley de Servicios Educativos Integrales para Personas con Impedimentos, todo estudiante que requiera acomodo razonable deberá notificarlo al profesor el primer día de clase. Los estudiantes que reciban servicios de Rehabilitación Vocacional deben comunicarse con el (la) profesor(a) al inicio del semestre para planificar el acomodo razonable y el equipo de asistencia necesario conforme a las recomendaciones de la Oficina de Servicios a Estudiantes con Impedimentos (OSEI) del Decanato de Estudiantes. También aquellos estudiantes con necesidades especiales de algún tipo de asistencia o acomodo deben comunicarse con el (la) profesor(a). Si un alumno tiene una discapacidad documentada (ya sea física, psicológica, de aprendizaje o de otro tipo, que afecte su desempeño académico) y le gustaría solicitar disposiciones académicas especiales, éste debe comunicarse con la Oficina de Servicios a Estudiantes con Impedimentos (OSEI) del Decanato de Estudiantes, a fin de fijar una cita para dar inicio a los servicios pertinentes.

Los estudiantes que reciban servicios de Rehabilitación Vocacional deben comunicarse con la profesora al inicio del semestre para planificar el acomodo razonable y equipo asistivo necesario conforme a las recomendaciones de la Oficina de Asuntos para las Personas con Impedimento (OAPI) del Decanato de Estudiantes. También aquellos estudiantes con necesidades especiales que requieren de algún tipo de asistencia o acomodo deben comunicarse con el/la profesor/a.

## **ACADEMIC INTEGRITY POLICY/ INTEGRIDAD ACADÉMICA**

### **[English]**

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person’s answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

**[Spanish]**

La Universidad de Puerto Rico promueve los más altos estándares de integridad académica y científica. El Artículo 6.2 del Reglamento General de Estudiantes de la UPR (Certificación Núm. 13, 2009-2010, de la Junta de Síndicos) establece que “la deshonestidad académica incluye, pero no se limita a: acciones fraudulentas, la obtención de notas o grados académicos valiéndose de falsas o fraudulentas simulaciones, copiar total o parcialmente la labor académica de otra persona, plagiar total o parcialmente el trabajo de otra persona, copiar total o parcialmente las respuestas de otra persona a las preguntas de un examen, haciendo o consiguiendo que otro tome en su nombre cualquier prueba o examen oral o escrito, así como la ayuda o facilitación para que otra persona incurra en la referida conducta”. Cualquiera de estas acciones estará sujeta a sanciones disciplinarias en conformidad con el procedimiento disciplinario establecido en el Reglamento General de Estudiantes de la UPR vigente.

**\*Para velar por la integridad y seguridad de los datos de los usuarios, todo curso híbrido y a distancia deberá ofrecerse mediante la plataforma institucional de gestión de aprendizaje, la cual utiliza protocolos seguros de conexión y autenticación. El sistema autentica la identidad del usuario utilizando el nombre de usuario y contraseña asignados en su cuenta institucional. El usuario es responsable de mantener segura, proteger, y no compartir su contraseña con otras personas.**

**Gender and Sexual Identity Discrimination Policy**

**[English]**

The University of Puerto Rico prohibits discrimination based on sex, sexual orientation, and gender identity in any of its forms, including that of sexual harassment. According to the Institutional Policy Against Sexual Harassment at the University of Puerto Rico, Certification num. 130, 2014-2015 from the Board of Governors, any student subjected to acts constituting sexual harassment, must turn to the Office of the Student Ombudsperson, the Office of the Dean of Students, and/or the Coordinator of the Office of Compliance with Title IX for an orientation and/or a formal complaint.

**[Spanish]**

“La Universidad de Puerto Rico prohíbe el discrimen por razón de sexo y género en todas sus modalidades, incluyendo el hostigamiento sexual. Según la Política Institucional contra el Hostigamiento Sexual en la Universidad de Puerto Rico, Certificación Núm. 130, 2014-2015 de la Junta de Gobierno, si un estudiante está siendo o fue afectado por conductas relacionadas a hostigamiento sexual, puede acudir ante la Oficina de Procuraduría Estudiantil, el Decanato de Estudiantes o la Coordinadora de Cumplimiento con Título IX para orientación y/o presentar una queja”.

**GRADING SYSTEM**

A 100 – 90      B 89 – 80      C 79 – 70      D 69 – 60      F 59 – 0

**REFERENCES**

**Books:**

Lucas, S. E. (2015). *The Art of Public Speaking* (12th ed.). Boston: McGraw-Hill.

Howard, R. M. (2010). *Writing Matters* (3th ed.). New York: McGraw-Hill.

Carnegie, D. (2010). *How To Win Friends and Influence People*. Simon & Schuster.

**Electronic references:*****Electronic Dictionaries***

<http://www.ldoceonline.com/>

<http://www.oxfordlearnersdictionaries.com/us>

<http://www.merriam-webster.com/>

<http://www.usingenglish.com/reference/idioms/>

<http://visual.merriam-webster.com/index.php>

[www.wordreference.com](http://www.wordreference.com)

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