ENG 237 Oral Communication
Course Outline (On-Line)
Office Phone: (803) 917-1857

Office Hours: My office hours are 3:00-5:00 M and W. That means I will be at my computer each day at this time so you may text, email, or meet me in Zoom with questions and/or concerns. I will also be available to meet with you virtually as necessary.

Class Attendance Policy: Class attendance will be determined by the weekly assignments you submit. You are required to turn in at <u>least three assignments per week</u> in order to satisfy the weekly attendance requirement. You may not "back track" assignments (submit more than three assignments per week to substitute for missed attendance; however, you may complete and submit assignments before the due dates and receive attendance credit for the assignments.) **PLEASE BE COGNIZANT THAT FAILURE TO TURN AN ASSIGNMENT ON OR BEFORE THE DUE DATE MAY NOT ONLY EARN YOU A FAILING GRADE FOR THE ASSIGNMENT, BUT ALSO AN ABSENCE FOR CLASS ON THAT DATE**.

Assignments: Your course lessons and assignments are located in your E360 Learning Modules. You will use the *Assignments and Due Dates* provided to determine the due dates of the assignments that you are to complete.

Go to Learning Modules in the E360 course:

- Click onto the Module to see the lessons and instructions

- Complete the lessons by the due dates located on your *Tentative Assignments and Due Dates*, NOT the by the "ending date" recorded in the Learning Modules.

- **YOU MAY COMPLETE THE LESSONS AHEAD OF TIME, BUT DO NOT PLAN TO COMPLETE THEM AFTER THE DUE DATE OR YOU MAY NOT BE ABLE TO ACCESS THEM. <u>You do not have free access to complete assignments after the due dates except with official excuses.</u>**

The discussion assignments can't be completed early because they rely on submissions, not only you, but other members of your class also.

Video Assignments: You will be required to video record yourself presenting some of your speeches using YouTube, so you might want to begin that assignment as early as possible, especially if you do not currently know how to create a YouTube video. I sent you a link that gives instructions on how to create a YouTube video but you may also google the procedure. I will also discuss the procedure during our virtual and face-to-face lessons.

Email: Remember to check your email regularly. I will often communicate with you by email and send you helpful tutorials.

Tentative Assignments and Due Dates Fall 2020

Name: Zachares Rouse

Sign and submit this schedule into the assigned Dropbox on or before August 10th to receive attendance credit for August 10th.

Assignments	Module	Due Date	Submission Location
Tentative Assignments and Due Dates		8/10	**Dropbox**
Syllabus Quiz	**1**	8/12	**TESTS**
Homework Chapter 1,2,3	**2**	8/14	**Discussion Post**
Self-Introductory Presentation	**3**	8/17-19	**Dropbox & Discussion Post**
View Tutorial Video #1		8/21	**Attendance Credit**
Brown Bag Written Speech - Outline (written)	**4**	8/24	**Dropbox**
Brown Bag Written Speech (Oral)	**5**	8/26-31	**Discussion Post**
Critique of Brown-Bag Speech	**5**	9/2	**Dropbox**
Homework Chapter 4,5,6	**6**	9/4	**Dropbox**
View Tutorial Video #2		9/7	**Attendance Credit**
Scratch Outline for Informative Speech	**7**	9-11	**GROUP Dropbox**
Midterm Exam (Chapters 1-6)	**8**	9/14	**TESTS**
Introduction and Conclusion Homework	**9**	9/16-18	**Discussion Post**
Homework Chapters 7 and 8	**9**	9/21	**Dropbox**
Informative Speech -Outline (Written)	**10**	9/23	**Dropbox**
Homework Chapter 9	**11**	9/25	**Dropbox**
Visual Aid Informative Speech (Group)	**11**	9/28-30	**Group Dropbox**
Video Critiques (5 of the 13)	**12**	10/2	**Dropbox**
Homework Chapter 10, 11	**13**	10/5	**Dropbox**
Unit Quiz 7-11	**13**	10/7	**TESTS**
Group's Script Informative Speech	**14**	10/9-12	**GROUP Dropbox**
Group Informative Presentation	**14**	10/14-16	**Discussion Post**
View Tutorial Video #3		10/16	**Attendance Credit**
Critique of the Informative Speech	**14**	10/19	**Dropbox**
Advertisement Evaluations	**15**	10/19	**Dropbox**
Persuasive Speech (Typed and Labeled)	**15**	10/20	**Dropbox**
Persuasive Speech (Oral or Video)	**15**	10/23-28	**Discussion Post**
Critiques of Classmates' Persuasive Speeches	**15**	10/30	**Dropbox**
Final Exam			**TESTS**

The highlighted assignments are to be placed into the GROUP Dropbox as you are working in your assigned Groups

Group Assignments and Activity (SEE MODULE 16)

Below are the activities in which you will engage when you organize into your groups to discuss and complete assignments. These assignments are already listed on the Tentative Dates to Remember. However, you will receive an individual grade for actively participating in the groups to complete the assignments.

Because your collaboration in groups is so vital to your success not only in this classroom, but to your career and absolute survival, the group communication assignments will be evaluated as a MAJOR SPEECH assessment with a highest possible score of 100%

By the end of this group activity, you will be able to

- Manage your own learning
- Lead conversations
- negotiate with others on differences of opinions
- Examine perspectives of others
- manage different personalities of others
- Plan and Manage time
- share thoughts and accept constructive criticism
- Collaborate with others to achieve a common good
- Comprehend information through shared discussion

1. Introduce self to the group in Group Chat	Submit a personal profile into the GROUP Dropbox
2. Assigning captain, co-captain, and other roles	Submit a sheet with the assignments into Dropbox
3. Selecting the group Informative Speech topic	Submit agreed upon topic into the Dropbox
4. Create a scratch outline on the Informative topic	Collaborate through Group's Discussion thread
SUBMIT THE SCRATCH OUTLINE	Group's Dropbox
6. Individual members put a copy of their Informative Speech into the GROUP Dropbox	This is the same speech you submitted into the course Dropbox
7. Groups decide who will present the various parts of the Informative Speech (for example, who will present the introduction, the first body point, etc.)	Collaborate through Group's Discussion thread
	Submit choices into the Dropbox
6. Select parts of each group member's speech to create a group Informative Speech	Group's Discussion thread
SUBMIT THE GROUP'S MERGED INFORMATIVE SPEECH SCRIPT	Group's Dropbox
8. Create Visual Aids (2) for the Informative Speech	Dropbox
9. Create a Zoom, or some other virtual meeting device to organize and practice the group presentation.	Zoom Recording
10. Present the group Informative Speech to the class	Zoom Recording