



EFFECTIVE PUBLIC SPEAKING AND OFFICE PROFESSIONALISM

Syllabus – July 15-26, 2019 – Dr. Donald Tyler
Tan Tao University

Course Materials

- Carmine Gallo, *Talk Like TED: The 9 Public Speaking Secrets of the World's Top Minds* (2015), ISBN 1250061539 ("Textbook A")
- Jeffrey L. Seglin, *The Simple Art of Business Etiquette* (2016), ISBN 1623156882 ("Textbook B")
- Slides, cases, and other materials posted to the course website or handed out in class

Course Description

This course is designed to use a combination of theory and practical skills training to: (a) prepare students to be more effective public speakers; and (b) introduce students to expected standards of office professionalism in the United States and other western countries.

Students will be introduced to basic public speaking concepts and techniques and will gain real-world public speaking practice by making a number of individual and group presentations in class. Students will learn about expected standards of office professionalism in western countries via theory-based lectures and practical skills training involving simulated office situations.

Course Attendance and Tardiness

Attendance will be taken at the beginning of every class session. This is a relatively short, summer session course and it is important that students attend all class sessions if possible. It is also important that students be on time to each class session, as coming to class late distracts your fellow students and the instructor. You are encouraged to arrive to the classroom early so that class can begin promptly.

10 of the total available marks for the course are based on attendance and tardiness. Students who are absent or tardy for one class session will be earn 5 of those marks. Students who are absent or tardy for two or more class

sessions will earn zero of those marks. Only absences that are officially excused by Tan Tao University will be excused in this course.

Participation

As this course is based primarily on in-class individual and group presentations, it is important that all students participate in class. Students who fail to participate meaningfully in class may have marks deducted at the instructor's discretion.

Academic Dishonesty

Academic dishonesty will not be tolerated. If, in the opinion of the instructor, a student has engaged in academic dishonesty, that student will be reported to Tan Tao University and action will be taken in accordance with the university's policies and procedures. If you are not clear about what constitutes academic dishonesty at Tan Tao University, please contact the Student Affairs office.

Assessments and Grading

Assessment	Maximum Possible Marks
Attendance/Tardiness	10
Individual Presentation A	5
Group Presentation A	10
Group Presentation B	10
Individual Presentation B	10
Group Presentation C	10
Group Presentation D	10
Group Presentation E	10
Online Research and Writing Assignment	25
TOTAL	100

Final grades will be calculated and recorded in accordance with Tan Tao University's standard grade scale.

Course Calendar

SESSION	TOPIC AND EXERCISE	READING
<p>Session 1 Monday 15 July</p>	<p>Course Introduction; Exercise – Individual Introductory Presentation A; View Presentation – Simon Sinek “How Great Leaders Inspire Action”; Discussion - Passionate Public Speaking, Telling a Story, Having a Conversation</p>	<p>Textbook A, Introduction and Chapters 1, 2, and 3</p>
<p>Session 2 Tuesday 16 July</p>	<p>Discussion – Western Expectations Regarding Punctuality; View Video – Culture Shock: Punctuality; Exercise – Group Presentation A Regarding Differences Between Vietnamese and Western Expectations Regarding Punctuality; Discussion – Western Expectations Regarding Professional Office Wear</p>	<p>Textbook B, Pages 1-22; Handouts A, B</p>
<p>Session 3 Wednesday 17 July</p>	<p>Exercise – Group Presentation B About a Subject You are Passionate About; Discussion – Conveying New and Surprising Information With a Sense of Humor; View Presentation – Amy Cuddy “Your Body Language May Shape Who You Are”</p>	<p>Textbook A, Chapters 4, 5, and 6</p>
<p>Session 4 Thursday 18 July</p>	<p>Discussion – Effective Office Communication; Exercise – Email and Telephone Professionalism; Discussion – Western Expectations Regarding Behavior in Meetings; Exercise – Simulated Meeting</p>	<p>Textbook B, Pages 51-66; Handouts C, D</p>
<p>Session 5 Friday 19 July</p>	<p>Individual Presentation B: Using the Concepts and Techniques from Chapters 1 through 6, Make a Presentation About How You See the Rest of Your Life Unfolding</p>	

SESSION	TOPIC AND EXERCISE	READING
<p align="center">Session 6 Monday 22 July</p>	<p>Discussion – Make Your Presentation Memorable by Keeping It Short, Painting a Mental Picture, and Being Authentic; Exercise – Group Presentation C: Using All Five Senses (Sight, Hearing, Touch, Smell, and Taste) to Describe the Topic of Your Choice</p>	<p>Textbook A, Chapters 7, 8, and 9</p>
<p align="center">Session 7 Tuesday 23 July</p>	<p>Discussion – The Importance of Networking and Professional Small Talk; View Presentation – David Burkus, “How to Hack Networking”; Discussion – How to Introduce Yourself Professionally; Exercise – Simulated Networking Event</p>	<p>Textbook B, Pages 28-32, 41-45, 67-71</p>
<p align="center">Session 8 Wednesday 24 July</p>	<p>Discussion – Preparing, Outlining, and Researching an Effective Presentation; View Presentation – Darren LaCroix “How to Write a Speech Outline”; Group Presentation D – Research and Outline a Presentation on the Topic “One New Law We Would Implement in Vietnam if We Were in Charge” and Present Your Outline to the Class</p>	<p>Website: https://www.hawaii.edu/mauispeech/html/preparing_speeches.html ; Handout – Effective Research for Presentations</p>
<p align="center">Session 9 Thursday 25 July</p>	<p>Discussion – How to Prepare a Professional Curriculum Vitae; Exercise – Review and Discuss Your Draft Curriculum Vitae; Discussion – How to Be Interviewed Professionally; Exercise – Simulated Interviews</p>	<p>Textbook B, Pages 33-40; Handout: Writing a Professional Curriculum Vitae; Handout: Professional Interviewing</p>
<p align="center">Session 10 Friday 26 July</p>	<p align="center">Group Presentation E: Using All of the Concepts and Techniques We’ve Learned in This Course, Make a Presentation About the Topic of Your Choice</p>	

ONLINE RESEARCH AND WRITING ASSIGNMENT – 25 POINTS
DUE DATE 5:00PM VIETNAM TIME, FRIDAY 9 AUGUST 2019
THE ASSIGNMENT DETAILS WILL BE PROVIDED TO YOU DURING THE COURSE