

Course Syllabus- Oral Communication for Students

Language of Instruction: English

Professor: Emma Rodero

Professor's Contact and Office Hours: Available on request

Course Contact Hours: 30 hours

Recommended Credit: 4 ECTS credits

Weeks: 2

Course Prerequisites: None

Language Requirements: Demonstrate proficiency in English

Course Description:

The most recent curricular parameters reflect the importance of oral communication skills amongst students, who must become competent public speakers. A substantial portion of the time students spend working is devoted to public presentations, in which they must present and explain their academic projects. Mastery of oral communication skills is thus essential to these professionals for effectively delivering these public presentations.

Learning Objectives:

GENERAL: To learn and put into practice oral communication skills and techniques to improve communicative competence in public presentations.

SPECIFIC:

CONTENT

- To know how to select and structure scientific data for public presentation.
- To learn to use different rhetorical devices to capture and hold the audience's attention.

FORM

- To identify and control basic aspects of non-verbal communication (gestures, voice, posture, fear) in order to successfully deliver a talk.
- To approach a public presentation to a target audience with confidence.

STAGING

- To learn to use multimedia and audiovisual aids and supporting materials (PowerPoint, Canva, Prezi, KeyNote, etc., and supporting materials).
- To learn how to move within the provided space.
- To learn how to manage time.

Course Workload

The course is divided into lectures and practical exercises. Students will write and deliver a public discourse.

Methods of Instruction:

The course has a practical methodology. The training includes both lectures and exercises in class and at home. In the lectures, the professor will explain the main concepts and give the students practical examples. With this training, the students must write the discourse and deliver the final presentation.

Method of Assessment

Example:

Class Participation: 10 percent

Script of the discourse: 40 percent

Performance: 50 percent

Absence Policy

Attending class is mandatory and will be monitored daily by professors. The impact of absences on the final grade is as follows:

Absences	Penalization
Up to one (1) absences	No penalization.
Two (2) absences	1 point subtracted from final grade (on a 10 point scale)
Three (3) absences	The student receives an INCOMPLETE for the course

The BISS attendance policy does not distinguish between justified or unjustified absences. The student is deemed responsible to manage his/her absences.

Emergency situations (hospitalization, family emergency, etc.) will be analyzed on a case by case basis by the Academic Director of the UPF Barcelona International Summer School.

Classroom Norms:

- No food or drink is permitted.
- There will be a ten-minute break during the class.
- Students must come to class fully prepared.

Course Contents:

PART I: DEVELOPING THE CONTENT

Topic 1. Preparing the discourse

- Basic information in a scientific talk.
- Strategies and rhetorical devices to catch and hold attention and interest.

Topic 2. Structuring the discourse

- External structure of the talk.
- Internal structure of the talk.

Topic 3. Drafting the discourse

- Writing for the listener: clarity, concision, precision and brevity.
- Spoken transitions.

PART II: PRESENTING THE DISCOURSE

Topic 4. Basic aspects of non-verbal communication: kinesics

- Gestures, manners and posture.

Topic 5. Basic aspects of verbal communication: use of the voice

- Voice production.
- Managing vocal qualities.

Topic 6. Basic aspects of verbal communication: prosody and pronunciation

- Intonation
- Stress
- Rhythm
- Pronunciation

PART III: STAGING THE DISCOURSE

Topic 7. Aids and supporting materials

- Use of multimedia and audiovisual aids and supporting materials.

Topic 8. The space: proxemics

- The interaction space and clothing.
- Tailoring how the space is used to the talk.

Topic 9. Time

- Use of multimedia and audiovisual aids and supporting materials (PowerPoint, Prezi, KeyNote, etc., and supporting materials).

Required Readings: The professor will assemble a coursepack/or indicate mandatory textbooks and online materials

Recommended bibliography:

Students are encouraged to consult the following sources on their own.

ANDERSON, C. (2016). TED talks: The official TED guide to public speaking. Houghton Mifflin Harcourt.

BARBER, C. (2015). What's your message? Public Speaking with twice the impact, using half the effort. Vivid Learning.

GENARD, G. (2014). Fearless speaking. Arlington: Cedar & Maitland.

NAVARRO, J., & KARLINS, M. (2016). What every body is saying. HarperCollins.

PHILLIPS, B. (2015). 101 Ways to Open a Speech: How to Hook Your Audience From the Start With an Engaging and Effective Beginning. SpeakGood Press