

LOYOLA UNIVERSITY CHICAGO
BUSINESS AND PROFESSIONAL SPEAKING, COMM 103-206
SPRING SEMESTER 2019
SOC 010; MONDAY 4:15—6:45 PM

Instructor: Sue Castorino, scastorinominkoff@luc.edu

Form of communication: E-mail is preferred and checked regularly.

Course overview: “Professional speaking”: What does it *really* mean in the 21st century as we interact in many different and distinct ways, often non-verbally? Why is it still relevant and important in this changing world? Most importantly, what can you do to overcome anxiety, gain poise & sound confident—and yes--professional?

Professional communication takes dozens of forms, some you might not have even realized. Some have been with us since ancient times and others are contemporary and still evolving. One thing is certain: there will always be basic need for you to speak and speak well. You will have millions of communication encounters in your lifetime--from formal presentations to social media to impromptu conversations requiring you to persuade someone to listen to you and to take action. This can be extremely unnerving for most and comes naturally for a very few. This interactive class is designed to thoroughly prepare you for all types of public communication with practical applications that will be useful in the real world of business endeavors. You will also actively participate as observers from the audience point of view. You will gain valuable insight to help sharpen and polish your own skills as well as broaden your overall awareness.

You will learn how to:

- Confront the dreaded speech anxiety and raise your comfort level
- Improve your vocal delivery, articulation, poise and physical animation
- Logically reorganize your thoughts to motivate and persuade
- Edit yourself to adapt to the ‘clock’, using fewer words/better words
- Creatively impart information to engage your audience
- Use visuals sparingly, correctly, and effectively
- Persuasively support your point of view through weekly dialogue
- Convey your passion on a subject to avoid the ‘wooden syndrome’
- Answer audience questions and address relevant issues in a variety of situations
- Speak up in random impromptu situations on issues of the day
- Understand and critique presentations as an audience member
- Be aware that everything you say and do may be ‘on the record’
- Stop rambling and start connecting every time you speak and communicate

Course specifics: You will be called upon to deliver several different types of realistic presentations during the semester. You will be required to provide a hard copy of every assignment to be turned in, even if you don't present on a particular day. At times you will also be asked to critique others' presentations and are asked to be fair-minded in your assessments. Most weeks you will also participate in a segment entitled "Newsworthy/Cringeworthy"—providing real examples and discussing visible public speakers who have made a positive or negative impression on you in any type of communication. You should come prepared to actively engage in discussion. There will also be random "Lightning Rounds" of impromptu mini-speeches on topics of the day. Everyone must actively participate in all discussions as part of your overall grade.

Special note: *There is no required textbook for this class. Therefore, it is imperative that you take complete notes in class every week in handwritten form in a notebook.* Laptops will not be allowed for note taking. You will be allowed to use them when you prepare for specific presentations, I will advise.

Your attendance is mandatory. If you absolutely cannot attend, you must let me know prior to the start of class as it may impact your overall grade. It is your responsibility to seek out a classmate regarding material covered that day. You must still turn in *all* assignments by the designated deadline, even if you are unable to attend class for a specific legitimate reason.

Grades: For most assignments you will receive a letter grade: A(excellent), B(very good), C(average), D(poor), F (automatic for any incomplete assignments). Your grades are based upon many factors: mandatory attendance, active participation, periodic written quizzes and understanding of material, personal development & oral delivery, originality and creativity, and overall improvement. The last factor is very important: you are encouraged to make every effort to *try* during the various projects. Personal progress is important and will be noted. In some isolated cases you will receive a 'complete' for an assignment; I will be very clear up front about grade expectations during each project. You will receive each grade in a timely fashion during the next class. Mid-term and final exam presentations will be more heavily weighed.

A few last words: Some straight-forward rules that will make it easier for everyone:

- Be on time and complete all assignments on time; lateness will not be tolerated.
- Be original. Be ethical. Be honest—*always*.
- Be fair and open-minded.
- Encourage and respect your fellow classmates as they present.
- Don't ever hesitate to ask for clarification or direction.
- Be aware of current events and be prepared to participate in all discussions.
- You will have fun even as you take this seriously and I promise you'll learn techniques that will help you in life every single day during and after Loyola.

WEEKLY SCHEDULE (Subject to change)

Jan 14: Introduction & overview: Conquer your fears & recognize your talents

- Understanding yourself, understanding the audience; putting it in perspective
- The importance of sounding professional
- What we can learn from the ancients and the contemporaries
- From Aristotle to today A brief, entertaining and somewhat revisionist history
- The roots of the first amendment and freedom of speech
- Issue Management What to do when crises occur, because they will
- In-class exercises with valuable techniques

Jan 21: Dr. Martin Luther King Day/no class

Jan 28: Putting it all together: The formal business presentation

- How to organize your thoughts, from a great opening to a memorable close
- Getting the words out of your brain and onto paper
- Persuasion: How to say what you mean and mean what you say
- Listening with an open mind and heightened awareness
- Visuals: why 'more' is not always better; what works, what doesn't
- The format: An important template and how to use it effectively

Feb 4: How to effectively answer questions

- How the dynamics shift during the question and answer period
- How to deal with emotion and the 'know-it-all'
- Maintaining control, keeping the audience interested and involved

Feb 11: "I'd like to thank the Academy..."

- Celebrities are really human; the art of the acceptance speech
- The Academy Awards: Grace (or not) under pressure before a live audience
- The role of the TelePrompter
- Final preparation for mid-term presentations

Feb 18 & 25: Mid-term group presentations

- Formal business presentations delivered in teams with audience critique
AND Contemporary Freedom of Speech discussion; the impact of censorship

Mar 4: Spring break/no class

Mar 11: Lyric Karaoke: Song as speech

- How spoken song lyrics can improve your vocal delivery(yes really)
- AND** Post-Oscar critique & discussion

Mar 18: The Gettysburg address revisited: Your personal presentation

- Reinforcing the importance of fewer words/better words and personalization
- Making it “short, sincere, & special”
- AND** Contemporary Freedom of Speech censorship discussion

Mar 25: Famous speeches in Cinema

- Guest speaker Randy Minkoff brings his expertise to discuss the impact of speeches in well-known movies

Apr 1: Special class: Loyola TV studio

- On camera panel discussion on “Freedom of Speech in the Internet Age”

Apr 8: You’re hired: ‘Speed speaking’ is like ‘speed dating’

- Why your elevator speech is more important than ever
- Techniques for effective and persuasive job interviews
- Positively presenting yourself under pressure, answering difficult questions
- Talking from your resume, personalization is critical

Apr 15: Final individual oral presentations (Auditorium TBD)

- Individual formal presentations without notes and with audience critique

Apr 22: Individual interviews & final personal assessments (MANDATORY)
