

BSP100ZA

## Presentation and Public Speaking / Presentation and Public Speaking

Add

Alan MEADOWS

## 【授業の概要と目的（何を学ぶか） / Outline and objectives】

Being able to take command of a room and speak confidently in front of other people is a vital skill, but one many people have difficulty with. The primary aim of this course is to build confidence and competence in public speaking, with the main focus on the preparation and delivery of two kinds of speech: informative and persuasive. This course will not only have relevance in an academic sense, but the skills learned can also be applied in both business and social settings.

## 【到達目標 / Goal】

Upon completing this course, students will have gained:

- Competency in identifying and analysing basic communication theory
- The ability to put this theory into practice
- Confidence in presentation and public speaking on a variety of topics
- Key skills in both verbal and non-verbal aspects of public speaking
- The ability to be an active listener and ask meaningful questions.

【この授業を履修することで学部等のディプロマポリシーに示されたどの能力を習得することができるか（該当授業科目と学位授与方針に明示された学習成果との関連） / Which item of the diploma policy will be obtained by taking this class?】

Will be able to gain "DP 2" and "DP 4".

【授業の進め方と方法 / Method(s)】（2020年度はオンライン授業の実施に伴い、変更の可能性がります。変更は学習支援システム等で提示します。/Method(s) may change depending on the online lesson.Changes will be reflected in the Learning Management System, etc.)

Although there is some theoretical analysis, Presentation and Public Speaking is primarily a practical, skills-based course, with students producing meaningful class content. Students will prepare and deliver speeches and learn essential skills along the way: how to select, organize and use materials to support an idea, delivery techniques, and how to effectively utilise multimedia tools in presentations.

【アクティブラーニング（グループディスカッション、ディベート等）の実施 / Active learning in class (Group discussion, Debate.etc.)】

あり / Yes

【フィールドワーク（学外での実習等）の実施 / Fieldwork in class】

なし / No

## 【授業計画 / Schedule】

回 / No.	テーマ / Theme	内容 / Contents
1	Introduction	Course overview and objectives
2	Personal Introduction Speech	The basics of public speaking
3	Analysing an Informative Talk	Identifying key concepts and models of communication
4	Exploiting Visuals I	Making engaging presentation slides in Powerpoint

Class code	A6035
Year	2020
Faculty/Graduate school	Department of Global and Interdisciplinary Studies
Previous Class title	
Attached documents	
Term	秋学期授業/Fall
Credit(s)	2
Day/Period	水4/Wed.4
Campus	市ヶ谷 / Ichigaya
Grade	1~4
Duplicate Subjects Taken Under Previous Class Title	
Notes	
Global Open Program	
Open Program	
Class taught by instructors with practical experience	

5	Exploiting Visuals II	Infographics and visual representations
6	Informative Talk Preparation	In-class workshop on improving a prepared speech
7	Informative Talk Performances and Feedback I	Student presentations, grading and feedback
8	Informative Talk Performances and Feedback II	Student presentations, grading and feedback
9	Delivery Strategies	Using verbal and non-verbal cues
10	Asking and Dealing with Questions	How to be an active listener and engage in Q&A
11	Persuasive Talk Preparation	In-class workshop on improving a prepared speech
12	Persuasive Talk Performances and Feedback I	Student presentations, grading and feedback
13	Persuasive Talk Performances and Feedback II	Student presentations, grading and feedback
14	Reflection and Wrap Up	Review and final thoughts

**【授業時間外の学習（準備学習・復習・宿題等） / Work to be done outside of class (preparation, etc.)】**

Preparatory study and review time for this class are 2 hours each.

**【テキスト（教科書） / Textbooks】**

No single textbook will be used; the instructor will provide materials.

**【参考書 / References】**

Anderson, C. (2018). *Ted talks: the official TED guide to public speaking*. London, UK: Nicholas. Stafford, M. (2012). *Successful presentations: an interactive guide*. Tokyo, Japan: Cengage Learning.

**【成績評価の方法と基準 / Grading criteria】**

Class participation (20 %), assignments (10%), self introduction speech (10%), analysis paper (10%), informative speech (25%), persuasive speech (25%). The grading of speeches will take into account preparation, visuals, delivery and performance.

**【学生の意見等からの気づき / Changes following student comments】**

This is the first year the course has run, feedback from students is welcomed.

**【学生が準備すべき機器他 / Equipment student needs to prepare】**

A laptop will be required in many sessions. If access to a laptop computer is difficult, please inform the instructor.

**【その他の重要事項 / Others】**

This course has two levels, Standard and Advanced, and in principle, the level will be decided by English proficiency. For the Advanced level course, students are expected to meet or exceed one of the following scores: TOEFL ITP 550, TOEFL iBT 80, IELTS 6.5 or IB Diploma (English as Language A).

**【Prerequisite】**

None.