

Subject: **Financial English Oral Training**
 Instructor: Joseph T. Rodolico
 Time: Monday 7:00PM – 8:50PM
 Textbook: **Getting Started in Public Speaking, 3rd edition.** Payne, James. Carlin Diana, Prentice Carlin. National Textbook Company. Available at Bookman.
 Internet: **The History Place – Great American Speeches**
<http://www.historyplace.com/speeches/previous.htm>

Date	Unit	Preparation
2/21	Introductions	2 min speech Self-Intro. Please include an adage or proverb that expresses your philosophy of life.
2/28	No class	1. The Importance of Speaking 2. Audience and Occasion U-1. pg. 2 Activity 1; pg. 4 The Risks; pg. 5-6 Choosing To Speak. U-2. Demographics – Activity 1 Survey
3/7	3. Speech Purposes	U-3 All. Prepare funny story or jokes to tell.
3/14	★ Speech to Entertain (4-5 min) 4. Topic Selections	Prepare to tell an entertaining story.
3/21	5. Audience Response 6. Formats of Delivery	Prepare Speak Up, Pg. 32 Find an example for Activity 4, pg. 36
3/28	7. The Voice ★ News reading 2 min.	Prepare a news report. Combine four Different types of articles as one report.
4/4	No class	
4/11	8. Non Verbal Delivery 9. Style	Prepare a topic for a Demonstration Speech
4/18	★ Demonstration Speech	
4/25	10. Research 11. Organizing a Speech	Suggest a topic for an Informative Speech
5/2	12. Introductions and Conclusions	Read Unit 12
5/9	13. The Informative Speech	Prepare a Topic for an Informative Speech
5/16	13. The Informative Speech	
5/22	★ Deliver an Informative Speech	★ Deliver an Informative Speech
5/29	14. The Persuasive Speech	
5/30	★ Final Speech: Persuasive	Prepare Evaluation Forms. One form for each class member. These are to be submitted anonymously.
6/6	No class	
6/13	★ Final: Speech: Persuasive	

Course Goal:

To become more proficient and confident at public speaking through the practice of a variety of speech formats.

Methodology:

This class focuses on active learning; and relies heavily on student participation, which means, not only, individual achievement, but also, group and pair work. Students should participate in discussion and brainstorming sessions. All speech topics must be select by students according to their own areas of interest. The text and instructor provide support and guidance.

Scoring:

Scoring will be determined by the average of five presentations as marked with a star in the syllabus schedule. Final score is calculated as below...

Speech to Entertain	10%
News Reading	10%
Demonstration Speech	20%
Informative Speech	30%
Persuasive Speech	30%

Note:

1. Good attendance is mandatory; because, there are already three days off. Points may be added to final score for good class work; or, deducted because of absences. The fewer the better.
2. Due the number of days off in this session, it is imperative that readings in the preparation column of the syllabus be done at home. Some flexibility must be anticipated in the schedule according to students' rate of progress, and time constraints; so, please double check with me, if you have any questions.

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