



Course Information

Public Speaking and Leadership
Development

Andrea Cegolon

Course description

- You will learn the skills and strategies needed to **prepare and deliver an oral presentation**
- This course emphasizes:
 - how to compose **meaningful and coherent messages**
 - how to conduct **responsible research on appropriate topics**
 - how to argue, develop, and polish **effective presentation skills**

Course Objective/Rationale

- During the course, you will be asked to stand before a group and deliver information, argue a position, work in group, etc.
- It is important that you command the audience's attention and present yourself as a competent and credible speaker
- In this course, **you will be asked at the end to present a complete oral presentation**
 - The **goal** is for you to gain more confidence in communicating in public contexts

Instructor

- **Instructor:** Andrea Cegolon
- **Email address:** andrea.cegolon@unimc.it
- **Student reception:** via Teams
- **Reception time:** Fridays at 11.30 pm
- **Suggested textbook:** Chris Anderson (2017). *TED Talks. The Official TED Guide to Public Speaking*. Boston: Mariner Books

Student learning outcomes

1. You will construct (research, outline, and organize) public speeches for delivery to audiences
2. You will apply analytical and critical listening skills
3. You will manage your apprehension about communicating in public contexts

Attendance

- It is highly recommended you attend the classes
- Each class includes individual and group activities
- Inform your instructor if you are not able to attend class
- Students are expected to come prepared to class and to do take-home exercises.
 - It will facilitate discussion and improve overall learning.

Final Assessment

- You will be required to deliver a 10 min oral presentation
- You will be evaluated on your skill in selecting and researching a topic, organizing and delivering your speech
- You will be evaluated on:
 - the **criteria on the grading sheet(s)**
 - your ability to adapt while presenting the information orally
 - your **adherence to time limits**

Final Assessment

- If you do not deliver your speech within the specified time frame, your grade will suffer
- **The penalty is 2 points for every minute that a speech is over or under time**
- **And 1 points for intervals of less than 60 seconds.**
- Students should send the PowerPoint of the final speech at least a week before the day set for the oral presentation

Course Schedule

Class	Lecture	Workshop activity
Wed 26/04 4-7 pm	Overview of the Course	Introduce Yourself
Thurs 27/04 11 am-1 pm	Managing Speech Anxiety	Anxiety test
Wed 10/05 4-7 pm	Analyzing the Audience	Mini Presentation
Thurs 11/05 11 am-1 pm	Developing the Introduction	Introduction activities
Wed 17/05 4-7 pm	Developing a Conclusion	Signposting activities
Thurs 18/05 11 am-1 pm	Methods of Delivery	Conclusion activities
Wed 24/05 4-7 pm	Vocal and Body Communication	Q&A session
Thurs 25/05 11 am-1 pm	Presentations Aids	Presenting visual aids

Individual Tutorial

- 1 x 20 minute tutorial is planned the third week.
- Sign up on the form will be available the Second Week tab