

**UNIVERSITY OF PUERTO RICO AT CAYEY  
THE DEPARTMENT OF ENGLISH  
PROFESSOR AURORA RIVERA  
FALL 2016**

**COURSE OUTLINE**

**INCO 4005**

[aurora.rivera@upr.edu](mailto:aurora.rivera@upr.edu)

English Department: 787-728-2161 X 2188

Office: Academic Deanship

Office Hours: By appointment

**COURSE DESCRIPTION:** Oral Communication for Business

**Text:** Gregory, H. **Public Speaking for College and Career**, 10<sup>th</sup> Edition or a recent version

This course has been designed for students in the Business Administration Department and its purpose is to prepare the student to acquire the skills necessary to become an effective communicator by participating actively in class and giving different types of presentations. The students will be assigned to a group. Each group will be responsible for reading, presenting, and discussing with the class a chapter of the book. Each member of the class will also give **different** kinds of presentations. The students will prepare their presentations in power point and learn to use it effectively. Since most of the work required in class is oral and equivalent to quizzes, partial, and final exams, oral presentations and the business meetings **will be videotaped** as stipulated by the Academic Senate of the University of Puerto Rico at Cayey in Spring of 1991.

**Objectives:**

At the end of the course, the student should be able to...

1. present and/or defend his/her ideas and/or opinions in a clear, coherent, and effective manner;
2. search, prepare, and present a demonstrative, an informative, and a persuasive presentation;
3. decide on and prepare effective power point presentations taking into account purpose of each one of them; and
4. work cooperatively with others.

Notes:

1. Attendance is compulsory.
2. Class participation is a **must** because of the nature of the course.
3. Presentations **must be given on the dates assigned**. Late presentations will **only be accepted with a medical excuse and will lose 5 points from # 1 and 10 points from #2**. Presentation **3 has to be given on the date assigned** since it is the last one and will be given at the end of the semester. **The students who miss a presentation should speak to me to set another date to give it.**
4. **Cell phones should be stored in your book bags or pockets. They are NOT allowed to be seen or to be used in the classroom. They should be also put in a vibrating mode. Cell phones are NOT allowed to be answered in class. If you leave to answer a call, please do not return to the classroom. Students who decide to use their cell phones or any other technological device in class will lose points from their final grade.**
5. **ADA/Statute 51 Compliance:** The University of Puerto Rico at Cayey complies with the Americans with Disabilities Act, and with Puerto Rico Statute 51 (Integral Services for Physically-challenged or Special Needs Persons Act) in order to guarantee equity in accessibility to classrooms, as well as fostering equal opportunities toward the teaching-learning experience. All students sensing any challenging or special-needs conditions may inform and request their respective professors to provide appropriate and reasonable accommodations to satisfy their specific conditions or needs. It is the student's prerogative to request the appropriate and reasonable accommodations via the Services for Physically-challenged or Special Needs Students Program, which is housed in the Students Affairs Deanship. This information and any other related circumstances concerning the student's particular needs are confidential and protected under HIPPA (Health Insurance Portability and Accountability Act) Laws
6. The University of Puerto Rico promotes the highest standards of academic and scientific. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent simulations; copying the whole or part of the academic work of another person; copying all or part of another person's answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary procedure laid down in the UPR Students General Bylaws.

**TENTATIVE SCHEDULE**

|           |       |   |
|-----------|-------|---|
| August    | 11    | Introduction to the course  |
|           | 16-18 | Discussion of “Informal Talk”<br>Chapter 1 “Introduction to Public Speaking”<br>Exercise: Page 21   |
|           | 23-25 | Continuation of Discussion of Chapter 1<br>Exercise: Page 22<br><b>Presentation of a Classmate</b>  |
|           | 30-1  | <b>Presentation of a Classmate Continued</b><br>Chapter 2 “Controlling Nervousness”<br>Exercise-Review Questions: Page 40-41<br>Business Meetings: Discussion |
| September | 6-8   | Continuation of Chapter 2<br>Exercise: Page 42  |
|           | 13-15 | Chapter 15 “Speaking to Inform”<br>Discussion of Demonstrative Presentation<br>Exercise-Review Questions: Page 342-343  |
|           | 20-22 | Continuation of Chapter 15<br>Discussion of Informative Presentation<br>Exercise: Page 343/Chapter 3 “Listening”  |
|           | 27-29 | Continuation of Chapter 3<br><b>Academic Recess (Grito de Lares)</b><br>Exercise: Page 57<br><b>*TEST 1</b>   |
| October   | 4-6   | Chapter 4 “<br>Chapter 5 “Selecting Topic, Purpose, and Central Idea”<br>Exercises: Pages 100-101<br>Chapter 9 “Visual Aids” (On your Own)                    |
|           | 11-13 | Chapter 6 “Finding Information”<br>Exercises: Pages 124-125<br><b>*TEST 2</b>   |

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|          |       |  |
|----------|-------|--|
|          | 18-20 | <b>*Demonstrative Presentation</b>   |
|          | 25-27 | <b>Continuation of Demonstrative Presentation</b><br>Chapter 7 “Evaluating Information and Avoiding Plagiarism”                                      |
| November | 1-3   | Chapter 8 “Supporting Your Ideas”<br>Exercises<br><b>*TEST 2</b>   |
|          | 8-10  | Chapter 10 “The Body of Your Speech” (On Your Own)<br>Chapter 16: “Speaking to Persuade”<br>Chapter 11 “ Introductions and Conclusions (On Your Own) |
|          | 15-17 | <b>*Informative Presentation</b>   |
|          | 22-24 | <b>*Persuasive Presentation</b><br><b>*Academic Recess (Thanksgiving)</b>  |
|          | 29-1  | <b>*Persuasive Presentation Continued</b>  |

**TENTATIVE EVALUATION:**

|                    |                |
|--------------------|----------------|
| Partial Tests      | 200 Points     |
| Demonstrative Pre. | 60 “           |
| Informative Pre.   | 100 “          |
| Persuasive Pre.    | <u>140 “</u>   |
| <b>Total</b>       | <b>500 PTS</b> |

References:

1. Gregory, Hamilton. **Public Speaking for College and Career**. 10<sup>th</sup> Edition
2. Vasile, Albert J. **Speak with Confidence A Practical Guide 10<sup>th</sup> Edition**
3. [http://is\\_gd/d9gh5H](http://is_gd/d9gh5H)
4. [www.supersabresociety.net/missal-web/public-speaking-tenth-edition-hamilton.gregory.pdf](http://www.supersabresociety.net/missal-web/public-speaking-tenth-edition-hamilton.gregory.pdf)