

The GSPM
Fall Semester 2006
Tuesday's 7:10 p.m. - 9:40 p.m.
Select Saturday's 9:00 a.m. – 4:00 p.m.
Phillips Hall 217

Course Instructor:
Kathleen Schafer 202-437-4922
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ORAL PRESENTATION SKILLS

PMGT 265.13

COURSE OVERVIEW

The purpose of this course is to provide students with the skills needed to successfully communicate in the political arena. The course will cover in three separate sections the basic elements of public speaking along with strategies for organizing speeches, dealing with difficult situations and the media. The course is based on experiential learning and students will be expected to give both impromptu and prepared presentations during each class.

OBJECTIVES

- to expose students to a key elements of effective public speaking;
- to provide students the opportunity practice the various public speaking skills discussed in class;
- to give students an opportunity to hear critique of their public speaking skills to continually improve their skills;
- to provide students with strategies for dealing with difficult situations and questions;
- to give students a plan for developing their public speaking skills beyond this course.

BOOKS FOR PURCHASE

- Valenti, Jack. (2002) *Speak Up With Confidence*. New York: Hyperion.
- Wilder, Lilyan. (2000) *Talk Your Way to Success*. New York: Eastside Press.
- Baldoni, John. (2003) *Great Communication Secrets of Great Leaders*. New York: McGraw-Hill.

COURSE COMMITMENT

A journey to better your public speaking skills can be a challenging one. This class will provide you the opportunity to develop your speaking skills in a supportive environment. Each of you will be asked to take an honest look at yourselves and to provide honest and respectful feedback to others. Each class provides an opportunity for learning more about your presentation skills and for personal growth and development.

ASSIGNMENTS AND GRADING

Class Participation (50%): This class requires a high-degree of participation from every student. Students must come to class prepared to discuss the assigned materials and participate in class exercises based on those materials. Students will be responsible for pre-assigned and impromptu presentations the cumulative grade for this work will comprise half of your grade.

Final Presentation (50%):

Phase I: A three to five minute stump speech

Phase II: A ten-minute presentation on a policy for which are an advocate for change*

Phase III: The media interview

Each student will deliver the speech during the last class of each phase.

Phase I

Readings Due:

Wilder, Lilyan. (2000) *Talk Your Way to Success*. New York: Eastside Press.

Sept. 5 Elements of an Effective Presenter

Presentation guidebook pp: 1-4

Sept. 16 Getting Organized, Being Real & Using Body Language

Saturday

Presentation guidebook pp: 4 & 5

Assignment due: Outline of your stump speech

Assignment due: Identify a favorite day in your life

Sept. 26 Review and Presentations

Assignment due: Self-introduction presentation

Phase II

Readings Due:

Baldoni, John. (20032) *Great Communication Secrets of Great Leaders*. New York: McGraw-Hill.

Oct. 3 Building on Your Stump Speech

Presentation guidebook pp: 5-6

Assignment due: Identify your passion in 20 seconds or less

Oct. 21 Creating the Presentation as a Political Leader; Questions & Answers

Saturday

Presentation guidebook pp: 7-10

Assignment due: Outline, with supporting points, of your stump speech

Assignment due: Three questions you would ask yourself

Oct. 31 A Strategy for Continuous Improvement

Assignment Due: Ten-Minute Policy Speech

Phase III

Readings Due:

Valenti, Jack. (2002) *Speak Up With Confidence*. New York: Hyperion.

Nov. 7 Preparing Yourself for the Camera

Presentation guidebook pp: 10

Assignment due: Video examples of what works and doesn't on camera

Nov. 18 Preparing Yourself for the Media

Saturday

Presentation guidebook pp: 10--12

Assignment due: Three examples of tough media questions

Assignment due: Identify the position and topic for which are speaking

Assignment due: Prepare interview questions for group

Dec. 5 The Media Interview

Assignment due: Media interview and questions