1.0 Course Description

Successful professionals achieve their objectives by consistently delivering meaningful presentations to diverse, demanding audiences. High expectations and extensive technology often complicate rather than improve the presenter's ability to communicate effectively. In this essential course, students learn to structure content coherently, develop poise and confidence, and employ technology in a sophisticated way to connect with their listeners. **Lab: 3 hours.**

**Prerequisites:** CMN 100 or CMN 114 or CMN 124 or CMN 200 or CMN 201 or CMN 207 or CMN 279 or CMN 300 or CMN 373 or Direct Entry

2.0 Course Objectives/Learning Outcomes

- To analyze audience and context to effectively prepare oral presentations
- To research, structure, and outline a presentation
- To present confidently, fluidly, and engagingly, with or without technology and visual aids
- To develop critical reflection skills

3.0 Topics Covered

3.1 Audience analysis
3.2 Storytelling
3.3 Designing and planning in-person or digital presentations
3.4 Platform manner
3.5 Delivery style
3.6 Managing presentation anxiety
3.7 Using visual support
3.8 Persuasion
3.9 Group discussion*

* Optional at the discretion of the instructor.
4.0 Teaching Method

4.1 Workshops
CMN 314 gives students the opportunity to deliver at least three individual presentations in class or digitally at the discretion of the instructor. Students will also critique one another’s presentations.

4.2 Graded Assignments

4.2.1 Impromptu Speech
4.2.2 Professionally Related Extemporaneous Speech to Inform
4.2.3 Professionally Related Extemporaneous Speech to Persuade
4.2.4 Outlines
4.2.5 Classroom Participation
4.2.6 Peer Evaluations
4.2.7 Group Discussions

The weighting of each unit will be announced by the instructor within the first two weeks.

5.0 Course Materials

5.1 Course Resources
Course resources will be available in D2L.

5.2 Forms
Designated speech evaluation forms will be required.

5.3 Course Technology Action Items
This course makes use of presentation recording technology hosted at Ryerson University. Students must register in advance of their first class to access this private system. Course technology help and guides can be accessed online at the course technology resources site.

6.0 Course Policies

6.1 Students must adhere to university policies; see http://www.ryerson.ca/senate/policies. The most relevant policies are the following:

- Policy #46 Policy on Grading, Promotion, and Academic Standing ("GPA Policy")
- Policy #60 Student Code of Academic Conduct
- Policy #61 Student Code of Non-Academic Conduct
- Policy #134 Undergraduate Academic Consideration and Appeals
- Policy #135 Examination Policy
- Policy #145 Course Management Policy
- Policy #150 Accommodation of Student Religious, Aboriginal and Spiritual Observance

1 At the discretion of the instructor.
• Policy #157 Establishment and Use of Ryerson Student E-Mail Accounts For Official University Communication

6.2 Print and Digital Copying Guidelines

Ryerson University complies with Canada’s Copyright Act which protects both creators/owners and users of copyrighted materials. Students should familiarize themselves with Ryerson's Copyright policies and procedures, and contact the Copyright and Scholarly Engagement Librarian at copyrt@ryerson.ca for questions, concerns and clarification of the copyright rules.

6.3 Turnitin.com

By taking this course, students agree that all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site. Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternative arrangements.

Please note the following from Policy 145 Course Management Policy:

4.3.1.2 Even when an instructor has not indicated that a plagiarism detection service will be used, or when a student has opted out of the plagiarism detection service, if an instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor is permitted to submit that work in a non-identifying way to any plagiarism detection service.

6.4 Email Communication

Ryerson requires that any official or formal email communication from students be sent from their official Ryerson electronic accounts.

6.5 Video and Audio Recording

No video or audio recording is permitted in class without the express permission of the instructor.

7.0 Ryerson’s Learning Management System

Ryerson University supports Brightspace by D2L as its official Learning Management System. University Policies governing Brightspace have been documented at the Courses @ Ryerson Privacy and Security website.