**BBN-AME-206 American Language Development 3**

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| Instructor | William Hoversen | Email | william.hoversen@btk.elte.hu |
| Office | Room 439 | Office hours | Thursday: 8:00-10:00 |

**Course Description:**

This class is designed to help students learn and apply presentation skills. This is important in not only academic settings, but all aspects of life including relationships, the job market, and your final exam. Whether you enjoy giving presentations or not, it is something everyone has to do. This class is your chance to become better at it, which will in turn help you in your oral exams and later in any and all communication you might have with someone else belonging to the human race. The purpose of this class is to help you learn to effectively explain or argue your point in a given amount of time in front of an audience of your peers.

**Attendence:**

All grading done in this class will be based on participation, both as a presenter and as an audience member. The department allows three (3) absences, however, missing four (4) classes is an automatic fail. Missing two (2) official presentations is an automatic fail, regardless of whether you are presenting or not. If you feel you will be late regularly, look for another date or time or just do not sign up**. NO exceptions will be made for ANYONE.** If you are late, please take a seat quietly. I will be making a note of late arrivals, two (2) occasions equals one (1) absence.

Remember these will be synchronous lecture and presentations. Attendance to the Microsoft Teams lectures is mandatory.

**Course participation:**

Participating in this class is the only way to pass. You will be graded on your presentation skills and your peer review skills. If you are just sitting in class with nothing to do during presentations, I will deduct points from your grade.

One aspect of participating in class is actively paying attention. Anyone using their phone/laptop/tablet/abacus in a way that does not relate to the class or assignment at hand will result in the student being considered absent. If the teacher has not given specific permission, all electronic devices will be switched to silent or turned off completely.

**Requirements:**

Everyone will need to take part in three group presentations this semester. Individually the presentations will be 7 minutes long. You will be choosing your group’s topics. The only restrictions on the topics are that they need to be argumentative and fall into the category of domestic American culture. Each group will be expected to submit their Works Cited page before class begins on the day of the presentations. These need to follow the rules of the 8th edition of MLA. Failure to either submit the Works Cited page on time or to format it correctly will result in missing a presentation for the entire group.

The requirements for the presentations are very simple: no reading will be allowed. I encourage students to use note cards for the presentations, you can get them from me if you need to. Reading your presentation will result in a fail. The point of a presentation is to talk to the audience. During the semester you will have the chance to practice standing up in front of your peers to become more comfortable with the scenario so that you can better explain your point. If you are reading, you are effectively putting everyone in the room to sleep. Please keep this in mind throughout the duration of the class.

We will discuss power point and handouts during the semester. These will not be graded, but this will be your chance to practice and to receive valuable feedback on how to better integrate these elements as well into your presentations.

Finally, as an audience member, everyone will be filling out an audience response sheet. The expectations are minimal: Provide constructive feedback that allows your fellow classmates to actually improve on their skills. This means you will need to pay close attention to the presentations and provide clear and useful comments. The last requirement will be to write at least one question at the bottom of the peer review sheet that can be asked during the Q&A session after the group presentation. This will contribute to your final semester grade in the category of “Peer Review.”

**Evaluation:** Presentations 75% (3x25%)

Participation 15%

Peer Review 10%

**Final Course Evaluation:**

The student must complete all of the requirements listed above for the final course evaluation to take effect:

100 to 90 of total points = 5

89 to 80 of total points = 4

79 to 70 of total points = 3

69 to 60 of total points = 2

**Rules:** There will be no laughing at or putting down your fellow students in the class. You can joke, I can joke, however, joking is fun only until someone feels uncomfortable. If you do feel uncomfortable at any time during the class, please come to me and we will work on rectifying the situation. I reserve the right to change the syllabus at any time during the semester.

Schedule: Fall 2018

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|  | Class Date | Subject | Readings/Notes |
| 1 | Sept 7 | Introduction: Theory of a presentationPresentation basics |  |
| 2 | Sept 14 | Identifying the parts of a good presentationPractice presentation #1 – 2 Minute introduction of a peer | Ted Talks and the Wide Variance in the Quality of Presenting. |
| 3 | Sept 21 | Bad Presentations and the importance of Visuals and Transitions | Examples of bad presentations to be shown in class and discussedThe Importance of Visuals and how to use them. |
| 4 | Sept 28 | Practice presentation #2 – (working off each other)Topics and groups for first Official PresentationBriefly Go Over Peer Review |  |
| 5 | Oct 5 | Varieties of Presentations: Strategies and Goals Online Resources to Make a Presentation more Engaging  |  |
| 6 | Oct 12 | Official Presentations #1 (week 1) |  |
| 7 | Oct 19 | Official Presentations #1 (week 2)Topics and groups for second Official Presentation |  |
| 8 | Oct 26 | Autumn Break |  |
| 9 | Nov 2 | No Class |  |
| 10 | Nov 9 | Official Presentations #2 (week 1) |  |
| 11 | Nov 16 | Official Presentations #2 (week 2)Power point 1 |  |
| 12 | Nov 23 | Feedback Power point 2New topics and groups for third Official Presentation |  |
| 13 | Nov 30 | Official Presentations #3 (week 1) |  |
| 14 | Dec 6 | Official Presentations #3 (week 2) |  |