



BCMU 301

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SYLLABUS Fall 2017

READINGS

- Coursepak
- *Woe Is I*, Patricia T. O'Conner. (PTO)
- *Thank You for Arguing*, Jay Heinrichs, (JH)
- *Presentation Zen*, Garr Reynolds, (GR)
- Recommended: *The Gregg Reference Manual*, 11th ed., William A. Sabin

COURSE OBJECTIVES

To provide information, tools, drills, and challenges that will help students to discover and know what they want to say, to say what then mean, and to say it memorably. Students will develop these skills in order to improve their performance capability in written communications, oral presentations, and interpersonal and group communications.

CLASS PARTICIPATION

Since an important dimension to this class is using and practicing with the tools you will be taught, I will be calling on each of you randomly to give you the opportunity to think on your feet--or in your seat, as the case may be. In order to participate effectively, you will have to integrate the information presented to you in the lectures, the packet, and the readings as we go along.

GRADING

Assignments are due by the end of class or students will lose 5 points. They will also lose 5 points for each additional day I don't receive it. I will accept an email as proof of meeting the deadline, but you must bring a hard copy to class or to my office as soon as

you can. Assignments sent as emails will not be graded. I will only grade the hard copies delivered to me by students.

Here's how your grade will be calculated:

- Four quizzes (10 points each)
- Three writing assignments: the first (15 points), the second (20 points), and the third (75 points).
- Midterm in two parts: an in-class short-answer test (100 points) & a take-home component (100 points)
- Group oral -- a business-plan pitch presentation to potential investors (150 points).
- Extra-credit opportunities
- My evaluation of your effort, class participation, and improvement could possibly bounce your final grade up or down a point

When you know all your scores, add them up and divide by 5 to render a number on a 100-point scale. That number translates into your grade according to the following table:

Grade Scale

98.5	4.0
97	3.9
95.5	3.8
94	3.7
92.5	3.6
91	3.5
89.5	3.4
88	3.3
86.5	3.2
85	3.1
83.5	3.0
82	2.9
80.5	2.8
79	2.7
77.5	2.6
76	2.5
74.5	2.4
73	2.3
71.5	2.2
70	2.1

Honor Code: By being a student in this course, you acknowledge that you are a part of a learning community at the Foster School of Business that is committed to the highest academic standards. As part of this community you pledge to uphold the fundamental standards of honesty, respect, and integrity, and accept the responsibility to encourage others to adhere to these standards

COURSE SCHEDULE

1	9//27	Course Overview Some fundamentals	
<p>Introduction/Problem Solving</p> <p>This class will focus on the course objectives and the approach that I take toward teaching practical communications skills appropriate for the workplace. We'll also introduce some basic concepts to help establish a vocabulary that will be employed throughout the course.</p>			
2	102	Basic Rhetorical Technique Situation Analysis	Assignment 1 distributed
<p>PTO 1: Woe Is I—Focus more on this chapter. 2: Plurals before Swine—Worth reading, but optional</p> <p>JH 1: Open Your Eyes—What is rhetorical technique? 2: Set Your Goals—Do you want to win or win over, fight or argue?</p> <p>Coursepack: Analysis: pp. 2-5.</p> <p>After jokes and the clip of the day, this class will take a look at O'Conner's discussion of common problems writers have with pronouns. We will also examine Heinrich's distinction between fighting vs. arguing or the goal to 'win over' than simply to win. We'll then work with material in the coursepak to understand better what we mean by Situation Analysis.</p>			
3	10/4	More Analysis The Rhetorical Big Three Begin Group Work	Analysis workshop
<p>JH 3: Control the Tense—Forensic, Demonstrative, & Deliberative 4: Soften Them Up—Logos, Pathos, Ethos</p> <p>Required: "How to Talk Politics at Work" Recommended: "Why Won't They Listen?"</p>			

Coursepack: Composition and Organization pp. 6-11

After looking at some more pronoun issues, we'll lay out the preliminaries regarding Logos, Pathos, and Ethos. We'll look a little more deeply at the analysis steps and move on to talk about strategy issues and the first assignment. We'll end the day with group assignments.

4	10/9	Strategy Ethos Group Work	Quiz 1 Outline workshop
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PTO

JH 5: Get Them to Like You—Ethos and Decorum
 6: Make Them Listen: Ethos & Virtue
 7: Show Leadership—Ethos & Practical Wisdom
 8: Win Their Trust—Ethos & Good Will

Coursepack: Strategy, pp. 12-21

After the quiz, we'll get a little deeper into the weeds regarding what we mean by "Ethos." We'll workshop the situation analysis and talk about document compositions and organization issues.

11	11/1	Figures: questions Identity Strategy Creating Content Sensitive Issues	3rd assignment due Persuasive Talk distributed
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JH 26: Give a Persuasive Talk
 27. Capture Your Audience

GR 2: Creativity, Limitations, and Constraints

We'll introduce the final, major writing project for the quarter the take-home midterm "Persuasive Talk". We'll also wrap up our discussion of developing compelling content with a discussion of 'sticky ideas'.

12	11/6	More Figures: lists, catalogs Oral Presentations: Creating Content Cicero's Arrangement Sensitive Issues
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GR 3: Planning Analog
 4: Crafting the Story

<p>We'll focus on some practical compositional exercises and how to translate the raw material produced in them into something you can present to the public. And we'll start taking a look at the basic idea of "visual story" or "picture superiority effect."</p>			
13	11/8	<p>More Figures Oral Presentations: VAs Bus Plan: Openings</p>	<p>Quiz 4 Dr. Reed returned</p>
GR	<p>5: Simplicity—Why It Matters 6: Presentation Design—Principles and Techniques 7: Sample Slides—Images & Text</p> <p>We'll also be talking about the use PowerPoint and other visual aid possibilities. There are so many ways to go wrong here. You need to learn what they are and avoid them.</p>		
14	11/13	<p>Figures: Word Play Business Plan: Money Visual Thinking 2</p>	<p>Persuasive Talk due</p>
GR	<p>8: The Art of Being Completely Present</p> <p>We'll be looking at word play figures and focusing more on how to handle the money in the presentation.</p>		
15	11/15	<p>Mid-Term Pulling it All Together</p> <p>Ninety-minute midterm covering coursepak concepts and skills and the Garr Reynolds readings</p>	
16	11/20	<p>Group Day</p> <p>I'll explain</p>	
17	11/27	<p>Pitch Presentations—Groups 1 & 2</p>	

18	11/29	Pitch Presentations —Groups 3 & 4
19	12/4	Pitch Presentations —Groups 5 & 6
20	12/6	Pitch Presentations —Groups 7 Wrap up In the last class we'll do peer and course evaluations. I'll also be returning the Take-home midterm and the evaluations and grades for those groups who have made their presentations in the days preceding.