

## Syllabus

### **Public Speaking For Lawyers Course 6930, 2 Credits Spring 2020**

Prof. Henry T. Wihnyk, J.D., LL.M.  
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University of Florida Levin College of Law  
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#### **Office Hours**

My “official” office hours will be posted on our course TWEN page. You may guarantee a time to see me by reserving a time on the sign-up sheet located at the “Appointments with Prof. Wihnyk” navigation link on our course TWEN page. You can also schedule a particular time with me in person or via email.

Please feel free to stop by my office at other times. If I am able, I’ll be happy to meet with you. Usually, I keep my office door closed, so feel free to knock on the door.

#### **Required Text**

Speaking Outside the Courtroom – Public Speaking For Lawyers  
By Henry T. Wihnyk  
2018  
Publisher: Carolina Academic Press  
ISBN 978-1-5310-0147-6

#### **Course Objectives**

This course will help students develop the skills relied on by lawyers when engaged in public speaking situations other than in litigation settings such as speaking to lay groups, appearing before legislatures and municipal boards, presenting to colleagues, clients, potential employers and clients, and media. Students will examine communication theories, strategies and techniques needed for effective public speaking.

At the conclusion of the course, you will:

1. Know how to speak publicly so your audience will listen and understand.
2. Develop analytical listening and observation skills.
3. Construct and deliver effective persuasive speeches before governmental bodies and civic organizations.
4. Know how to handle question and answer sessions with a lay audience.

5. Effectively conduct job and client interviews.
6. Manage speech anxiety.
7. Know how to effectively use nonverbal communication to inform, persuade, enlighten, and impact your audience.
8. Be able to produce and employ effective visual aids in your presentations.

## **Grading**

Public Speaking for Lawyers is graded by letter and is subject to the mandatory grade curve established by the College of Law (The College of Law’s grade curve policy is available at: <http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9>).

Your final grade in the course will be determined by:

- Participation (700 points)
  - Peer Evaluations and Self-Evaluation (After reviewing posted recordings)
    - Self-Evaluations (400 points)
    - Peer Evaluations (200 points)
  - Class Participation/Discussion/Self-Intro Speech/Text Chapter Presentations (100 points)
- Speeches (450 points)
- No exam

### Information on UF Law Grading Policies

<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>
A (Excellent)	4.0	C (Satisfactory)	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B (Good)	3.00	D (Poor)	1.00
B-	2.67	D-	0.67
C+	2.33	E (Failure)	0.0

The law school grading policy is available at:

<http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9>

## **Attendance**

You are required to attend all scheduled class meetings, writing conferences, oral argument exercises, and mandatory special events. In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays and court-imposed legal obligations (e.g., jury duty or subpoena).

If you must miss class, please contact me in advance via email and ask for an excused absence. If you miss class because you have been ill, please contact me regarding your absence before the next class meeting.

Your final grade in the course may be lowered one level (e.g. B to B-) for each unexcused absence. If you miss a class, you are responsible for finding out what you missed and obtaining any handouts or assignments. I will permit a reasonable amount of time to make up the material or activities covered in class during an excused absence.

The law school's policy on attendance can be found at:

<http://www.law.ufl.edu/student-affairs/current-students/academic-policies#3>

## **Late Speeches and Late Peer/Self-Evaluations**

Any student absent or unprepared on the day a speech is scheduled may receive a reduction of the final grade by one level (e.g. B to B-). With an excused absence, you will be allowed to make up the speech without penalty on a date to be determined by me.

Unexcused late submissions of Peer and Self-evaluations may result in a reduction of the final grade by at least one level (e.g. B to B-).

## **Getting in Touch with Me**

Please come see me in my office (339 Holland Hall) or get in touch with me by e-mail if you have any questions regarding this course or an assignment. My office hours and appointment sign-up slots will be posted on the course TWEN page. My office phone number is (352) 273-0881. My e-mail address is [wihnyk@law.ufl.edu](mailto:wihnyk@law.ufl.edu).

## **Professional Conduct in Class**

In law practice, your role as a member of the legal profession and as an officer of the court requires that you conduct yourself with honor, courtesy, civility, and professionalism. I expect

this conduct in class. This means arriving on time, focusing on what is going on in class and not distracting others. I expect each of you to listen courteously to your colleagues, even if they express ideas you do not agree with. You will be given the same uninterrupted opportunity to express your own ideas.

Although I welcome and encourage class participation, do not call out in class. If you want to contribute to the class discussion, raise your hand and wait to be recognized.

You may use information technology in class only for note taking and for other class purposes as I direct. If any student is reported to be using technology in class for other purposes, I will prohibit the use of information technology in class by all students for the remainder of the semester.

Silence cell phones and beepers.

Do not wear hats in class.

You may not record class sessions without my express consent.

### **Responsibilities to Your Other Classes**

As lawyers you will be responsible for many clients or legal matters at the same time. When you are engaged in a big project involving one client, you must still attend to the legal affairs of your other clients. Likewise, when you are engaged in preparing an assignment for Public Speaking for Lawyers, you are still responsible for attending your other classes and completing the work for those classes.

### **Honor Code**

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

### **Course Evaluations**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

## Accommodation for Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester.

## Assignments

**It is anticipated that you will spend approximately 2 hours out of class reading, preparing speeches, and preparing self and peer evaluations for every 1 hour in class.**

### •*SPEECHES:*

#### Self-Introduction (Ungraded)

-Description: You will briefly introduce yourself and discuss a legally relevant topic that interests you.

-Duration: 5 minutes.

-Grading: This speech will be ungraded and will serve as a baseline against which you can measure your progress as a speaker.

#### Text Chapter Presentations (Ungraded)

Each of you will present a chapter to the class. You will have 5 minutes for this presentation. This presentation will be more informal than a “speech” but will allow you to practice teaching a small group.

#### Informative Speech

-Description: This speech’s purpose is to share information with the audience. You will educate your audience about a topic, event or controversy that has legally relevant significance or about a historically significant trial in American history.

-Duration: 5 minutes.

-Grading: 100 points

□ The Q & A Session

-Description: This speech's purpose is to provide answers to questions raised by a lay audience regarding the legal topic addressed in your informative speech. This exercise will give you practice in using strategies for handling Q & A sessions.

Duration: 5 minutes.

Grading: 50 points

□ Informative Speech Using Visual Aids

-Description: This speech's purpose is to share information with the audience using visual aids. You will educate your audience about a topic, event or controversy that has legally relevant significance. The topic must be different from the one addressed in the first informative speech.

-Duration: 10 minutes.

-Grading: 100 points

□ Persuasive Speech

-Description: This speech's purpose is to move the audience to change in beliefs or in action. This will be a pro/con style presentation in which you will speak to opposing sides of an assigned issue that might be significant to a government body or citizen group.

-Duration: 10 minutes.

-Grading: 100 points.

□ Special Occasion Speech

-Description: This speech allows you to learn a completely different speaking style than you would use in traditional legal work but that you will likely be called on to use at some point during your career. The purpose of this speech is to reach the audience in a personal way by creatively expressing important points from a person's life. Select a person whom you would like to eulogize or pay tribute to who has had a meaningful impact on your life. Research this person's life carefully. Identify the stories, attributes, and contributions most fitting to the occasion. Speak with warmth and animation, colorfully, and creatively. Speakers may choose from the following options: (1) a speech at an event honoring someone in the legal profession who you respect and has had an impact on you, (2) a eulogy for an important

person in your life or career, or (3) a commemorative speech honoring a famous historical person.

-Duration: 5 Minutes.

-Grading: 100 points.

Student's Choice Speech

-Description: You will present either an Informative or Persuasive speech (your choice). The topic must be different from the topics of your previous speeches.

-Duration: 10 minutes.

-Grading: 100 points.

•**OUTLINES FOR SPEECHES:** *You must give me the outlines of your Informative, Informative with Visual Aids, Persuasive, Special Occasion, and Student's Choice speeches at the beginning of the class at which you will be presenting the speech. I've posted sample outlines on our course TWEN page.*

•**SELF AND PEER EVALUATIONS**

Self - Evaluations (Graded: 8 submissions, 50 points each)

All speeches will be video-recorded and available to you digitally. This will allow you to view your speeches and to supply the required Self-Evaluations. You should provide comments that critique your speech's content and delivery. In addition to your physical performance, you should think about the structure, evidence and argument and present that critique in a clear insightful and accurate analysis. I will supply checklists for your use in preparing the self-evaluations. I have posted sample self-evaluations on our course TWEN page.

Peer-Evaluations (Graded: 4 submissions, 50 points each)

Each of you must complete a Peer-Evaluation that critiques the content and delivery of the following:

- Self-Introduction Speech
- Informative Speech
- Informative Speech with Visual Aids

- Persuasive Speech

These evaluations should employ the same methods used in the self-evaluations. I will supply checklists for your use in preparing the peer-evaluations. I will assign 2 students to each of you for evaluation. Peer critiques will be anonymously supplied to the speaker. I have posted sample peer-evaluations on our course TWEN page.

**Consent to Be Recorded**

Your speeches and chapter presentations will be recorded so that you, your fellow students, and I can review them. They will be posted on a secure web site and will not be publically published.

Privacy laws require that I obtain your written consent to do this. Please print and sign the consent form posted on our course TWEN page and bring it to our first class meeting.



## **SCHEDULE OF CLASS MEETINGS, SPEECH PRESENTATIONS, AND SELF AND PEER EVALUATION SUBMISSIONS**

This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity.

### **Schedule of Class Meetings (Topics, Speeches, Assignments)**

#### **January 14, 2020**

Introduction to Public Speaking for Lawyers; The Self-Introduction Speech

**Hand In:** Consent Forms

#### **January 16, 2020**

→ **Speech Presentations – Self-Introduction**

Speaking Order: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

#### **January 21, 2020**

**Read:** Chapters 1 through 7

→ **Speech Presentations – Text Chapters**

Student 15 - Chapter 1: Controlling and Surviving Public Speaking Anxiety – Making the Butterflies Fly in Formation

Student 14 - Chapter 2: Know Your Audience

Student 13 - Chapter 3: Know Your Speech's Setting, Context, and Control the Logistics

Student 12 - Chapter 4: Outlining, Organizing, and Crafting Your Speech - 4.1 through 4.3

Student 11 - Chapter 4: Outlining, Organizing, and Crafting Your Speech – 4.4 and 4.5

Student 10 - Chapter 5: Openings and Closings - 5.1

Student 9 – Chapter 5: Openings and Closings – 5.2

Student 8 - Chapter 6: Productive Practice Sessions – Practice Makes Permanent

Student 7 - Chapter 7: Your Appearance and Demeanor When the Audience Isn't the Judge or Jury

## **January 23, 2020**

### Part 1

**Read:** Chapters 8 through 13, 17, and 18.

### **→Speech Presentations – Text Chapters**

Student 6- Chapter 8: Using Your Body, Head, and Eyes

Student 5 - Chapter 9: Using Gestures

Student 4 - Chapter 10: Using Your Voice

Student 3 - Chapter 11: Eliminating Distracting Habits

Student 2- Chapter 12: Using Your Notes

Student 1- Chapter 17: Media Interviews and Press Conferences

### Part 2

### The Informative Speech

**Read:** Chapter 14

## **January 24, 2020**

### **SUBMIT:**

✓**Self-Evaluation and**

✓**Peer Evaluation of Self-Intro Speech**

Upload to the course Twen site no later than 5:00 p.m.

## **January 28, 2020**

### The Informative Speech

## **January 30, 2020**

### **→Speech Presentations – The Informative Speech**

Speaking Order: 9, 10, 12, 13, 14, 15, 1, 2, 3, 4.

**January 31, 2020**

**SUBMIT:**

**✓Self-Evaluation of Text Chapter Presentation**

Upload to the course Twen site no later than 5:00 p.m.

**February 4, 2020**

Part 1

**→Speech Presentations – The Informative Speech**

Speaking order: 5, 6, 7, 8, 11.

Part 2

Strategies for Conducting Q&A Sessions

**Read:** Chapter 16

**February 6, 2020**

**→Speech Presentations – O&A Session**

Speaking Order: 13, 14, 7, 1, 8, 2, 3, 4, 5, 6.

**February 7, 2020**

**SUBMIT:**

**✓Self-Evaluation and**

**✓Peer Evaluation of Informative Speech**

Upload to the course Twen site no later than 5:00 p.m.

**February 11, 2020**

Part 1

**→Speech Presentations – O&A Session**

Speaking Order: 15, 9, 10, 11, 12.

Part 2

Assessing Our Progress

**Review:** Chapters 1 through 12.

**February 13, 2020**

Using Visual Aids

**Read:** Chapter 13.

**February 17, 2020**

**SUBMIT:**

**✓Self-Evaluation of Q&A Session**

Upload to the course Twen site no later than 9:00 a.m.

**February 18, 2020**

**→Speech Presentations- Informative Speech Using Visual Aids**

Speaking Order: 7, 8, 1, 6.

**February 20, 2020**

**→Speech Presentations- Informative Speech Using Visual Aids**

Speaking Order: 13, 15, 11, 12, 10, 14, 9.

**February 25, 2002**

**→Speech Presentations- Informative Speech Using Visual Aids**

Speaking Order: 5, 4, 3, 2.

**February 27, 2020**

Persuasive Speaking

**Read:** Chapter 15

**March 2 – 6 – SPRING BREAK**

**March 9, 2020**

**SUBMIT:**

**✓Self-Evaluation and**

**✓Peer Evaluation of Informative Speech Using Visual Aids**

Upload to the course Twen site no later than 5:00 p.m.

**March 10, 2020**

Persuasive Speaking

**March 12, 2020**

→ ***Speech Presentations – The Persuasive Speech***

Speaking Order: 5, 1, 2, 12, 6, 4, 13.

**March 17, 2020**

→ ***Speech Presentations – The Persuasive Speech***

Speaking Order: 7, 3, 8, 15.

**March 19, 2020**

→ ***Speech Presentations – The Persuasive Speech***

Speaking Order: 9, 11, 14, 10.

**March 23, 2020**

**SUBMIT:**

✓ **Self-Evaluation and**

✓ **Peer Evaluation of Persuasive Speech**

Upload to the course Twen site no later than 5:00 p.m.

**March 24, 2020**

Speaking at Special Occasions

**Read:** Chapter 18.

**March 26, 2020**

→ ***Speech Presentations – The Special Occasion Speech***

Speaking Order: 7, 3, 9, 10, 11, 13, 14, 1, 2, 8.

**March 31, 2020**

Part 1

→ ***Speech Presentations – The Special Occasion Speech***

Speaking Order: 4, 5, 6, 12, 15.

Part 2

The Student's Choice Speech

**April 2, 2020**

→ ***Speech Presentations – Student's Choice Speech***

Speaking Order: 11, 1, 4, 9.

**April 6, 2020**

**SUBMIT:**

**✓Self-Evaluation of Special Occasion Speech**

Upload to the course Twen site no later than 5:00 p.m.

**April 7, 2020**

→ ***Speech Presentations – Student's Choice Speech***

Speaking Order: 2, 7, 3.

**April 9, 2020**

→ ***Speech Presentations – Student's Choice Speech***

Speaking Order: 8, 12, 15, 10.

**April 14, 2020**

→ ***Speech Presentations – Student's Choice Speech***

Speaking Order: 13, 6, 14, 5.

**April 16, 2020**

Celebrating Your Hard Work and Wrapping Things Up

**May 7, 2020**

**SUBMIT:**

**✓Self-Evaluation of Student's Choice Speech**

Upload to the course Twen site no later than 5:00 p.m.

**Speech Presentation Schedule**

Self-Introduction Speech

**January 16, 2020**

Speaking Order: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Text Chapter Presentations

**January 21, 2020**

Student 15 - Chapter 1

Student 14 - Chapter 2

Student 13 - Chapter 3

Student 12 - Chapter 4.1 through 4.3

Student 11 - Chapter 4.4 and 4.5

Student 10 - Chapter 5.1

Student 9 - Chapter 5.2

Student 8 - Chapter 6

Student 7 - Chapter 7

**January 23, 2020**

Student 6 - Chapter 8

Student 5 - Chapter 9

Student 4 - Chapter 10

Student 3 - Chapter 11

Student 2 - Chapter 12

Student 1 - Chapter 17

### Informative Speech

**January 30, 2020**

Speaking Order: 9, 10, 12, 13, 14, 15, 1, 2, 3, 4.

**February 4, 2020**

Speaking order: 5, 6, 7, 8, 11.

### Question and Answer Session

**February 6, 2020**

Speaking Order: 13, 14, 7, 1, 8, 2, 3, 4, 5, 6.

**February 11, 2020**

Speaking Order: 15, 9, 10, 11, 12.

### Informative Speech Using Visual Aids

**February 18, 2020**

Speaking Order: 7, 8, 1, 6.

**February 20, 2020**

Speaking Order: 13, 15, 11, 12, 10, 14, 9.

**February 25, 2002**

Speaking Order: 5, 4, 3, 2.

### Persuasive Speech

**March 12, 2020**

Speaking Order: 5, 1, 2, 12, 6, 4, 13.

**March 17, 2020**

Speaking Order: 7, 3, 8, 15.

**March 19, 2020**

Speaking Order: 9, 11, 14, 10.

### Special Occasion Speech

**March 26, 2020**

Speaking Order: 7, 3, 9, 10, 11, 13, 14, 1, 2, 8.



**March 31, 2020**

Speaking Order: 4, 5, 6, 12, 15.

Student's Choice Speech

**April 2, 2020**

Speaking Order: 11, 1, 4, 9.

**April 7, 2020**

Speaking Order: 2, 7, 3.

**April 9, 2020**

Speaking Order: 8, 12, 15, 10.

**April 14, 2020**

Speaking Order: 13, 6, 14, 5.

**Schedule for Self and Peer Evaluation Submissions**

Self-Intro Speech - Self-Evaluation and Peer Evaluations

January 24, 2020

Upload to the course Twen site no later than 5:00 p.m.

Text Chapter Presentation - Self-Evaluation

January 31, 2020

Upload to the course Twen site no later than 5:00 p.m.

Informative Speech - Self-Evaluation and Peer Evaluations

February 7, 2020

Upload to the course Twen site no later than 5:00 p.m.

Q&A Session - Self-Evaluation

February 17, 2020

Upload to the course Twen site no later than 9:00 a.m.

Informative Speech Using Visual Aids - Self-Evaluation and Peer Evaluations

March 9, 2020

Upload to the course Twen site no later than 5:00 p.m.

Persuasive Speech - Self-Evaluation and Peer Evaluations

March 23, 2020

Upload to the course Twen site no later than 5:00 p.m.

Special Occasion Speech - Self-Evaluation

April 6, 2020

Upload to the course Twen site no later than 5:00 p.m.

Student's Choice Speech - Self-Evaluation

May 7, 2020

Upload to the course Twen site no later than 5:00 p.m.