

Public Speaking for Lawyers
Course 6930, 2 Credits
Fall 2020

SYLLABUS

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Mandatory COVID-19 Classroom Safety Protocols

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions:

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution. You also will no longer be permitted on the UF Law campus. Finally, Dean Inman will also report your noncompliance to the relevant state board of bar examiners.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your TA's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), please do not come to campus or, if you are already on campus, please immediately leave campus. Please use the UF Health screening system and follow the instructions about when you are able to return to campus. <https://coronavirus.ufhealth.org/screen-test-protect/covid-19-exposure-and-symptoms-who-do-i-call-if/>.
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

Our class will have an assigned Teaching Assistant to help administer the student-initiated attendance protocol and to oversee compliance with classroom safety protocols.

Virtual Office Hours

Because of the COVID-19 pandemic, I am not permitted to meet with students in my office. My office hours will be conducted remotely using Zoom. If you wish to meet with me during my office hours connect to the Zoom URL. My ID for the office hours is 512 463 9546

Wednesday

2:00 p.m. – 3:00 p.m.

Zoom URL:

<https://ufl.zoom.us/j/91414293008?pwd=cjlQRzgwSUNSUMvb3dsd0JLejJKQT09;>

;

Thursday

11:00 a.m. – 12:00 p.m.

Zoom Url:

<https://ufl.zoom.us/j/95781988899?pwd=Mmd2bEJDckxWK3NLcDN4QkpDNzdrdz09;>

and by appointment

My e-mail address is wihnyk@law.ufl.edu.

Required Text

Speaking Outside the Courtroom – Public Speaking for Lawyers

By Henry T. Wihnyk

2018 Carolina Academic Press

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

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.

Grading

Public Speaking for Lawyers is graded by letter and is subject to a modified grade curve established by the College of Law (The College of Law's grade curve policy is available at: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/uf-law-student-handbook-and-academic-policies>).

The curve applying to our course is as follows:

If 15 or fewer students are enrolled in a seminar or course section, there is no minimum GPA but the mean grade for a course section may not be higher than 3.60. The higher mean grade for courses in which there are 15 or fewer students is recommended rather than mandatory, but in no event may the mean grade exceed 3.60.

Determining your final grade:

I recognize that students in the class possess varying degrees of public speaking talent and experience. Therefore, I will not evaluate a student's delivery performance by comparing it to the delivery performance of others in the class. Instead, I will evaluate each of you individually. I will assess your progress - how effectively you apply the skills and principles covered in the class and how you apply the feedback that you receive from me and your peers to improve your delivery skills throughout the semester.

I will evaluate and assign points for all other aspects of your speeches — audience analysis; your speech's opening, body, and closing; your use of visual aids, your use of persuasion techniques, etc. — based on your attention to and application of the principles covered in our text, class discussions, and my feedback.

- Participation 20%
 - Peer Evaluations and Self-Evaluation (After reviewing posted recordings)

- Self-Evaluations (400 points)
- Peer Evaluations (200 points)
- Class Participation/Discussion/Speech Outlines/Self-Intro Speech/Text Chapter Presentations (100 points)
- Speeches 80% (450 points)

- No exam

The following chart describes the specific letter grade/grade point equivalent in place:

Letter Grade	Point Equivalent
A (Excellent)	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C (Satisfactory)	2.0
C-	1.67
D+	1.33
D (Poor)	1.0
D-	0.67
E (Failure)	0.0

The law school grading policy is available at:

<https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/uf-law-student-handbook-and-academic-policies>

Attendance

Attendance is mandatory. I will allow one unexcused absence per semester on a no-questions-asked basis. Additionally, I am willing to be flexible about allowing a few excused absences, late arrivals or early departures, for good cause — illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, court-imposed legal obligations (e.g., jury duty or subpoena) and job interviews— provided that the good cause is brought to my attention beforehand or as soon as possible thereafter in the case of unanticipated occurrences. Absences due to observance of a religious holy day shall be treated as excused absences. Requests for excused absences must be submitted to me via E-mail.

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.

Your final grade in the course may be lowered one level (e.g. B to B-) for each unexcused absence.

Requirements for class attendance are consistent with university policies that can be found at:

<https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/uf-law-student-handbook-and-academic-policies>

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.

If you know of a date when you are scheduled to speak but will require an excused absence, it is your responsibility to contact your colleagues in the class and arrange to switch speaking dates with one of them. Notify me of the change.

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

Get in touch with me by e-mail if you have any questions regarding this course or an assignment.

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.

Do not enter or leave the classroom during a student's speech.

Silence cell phones and beepers.

Do not wear hats in class.

You may not record class sessions without my express consent.

Zoom Class Meetings

Our Tuesday class meetings will be conducted **synchronously online** using ZOOM. I've scheduled them for ZOOM participation on the course Canvas page. Simply go to the ZOOM CONFERENCES window and click on the appropriate date.

When you join the Zoom meeting, please use the following rules of video conferencing etiquette:

- Choose a stationary location (meaning you must Zoom in from a computer, not from your phone).
- Choose a location where there are minimal disruptions (e.g. roommates talking and pets jumping on you).
- Turn off any cell phones and other electronic devices.
- Close any other computer programs, websites, and email so you can give your classmates and speakers your full attention.
- Do not Zoom in the same room as someone else in the class
- Attendance, via ZOOM remains mandatory and you must remain visible on the video screen throughout the class in order to earn attendance credit.
- In order to ensure that attendance is tracked properly, you must set your display name on ZOOM to show your first and last name; you may not use anything else, including but not limited to, numbers or nicknames.

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 publicly published.

Privacy laws require that I obtain your written consent to do this. Please sign the consent form posted on our course TWEN page and email it to me before our second class meeting.

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 <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/additional-information/honor-code-and-committee/honor-code>

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/) 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.

Health and Wellness:

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center:

<http://www.counseling.ufl.edu/cwc/Default.aspx>, 352-392-1575, and the University Police Department: 352-392-1111, or 911 for emergencies.

Sexual Assault Recovery Services (SARS)

Sexual Health Care Center, 352-392-1161.

University Police Department

352-392-1111, or 911 for emergencies.

<http://www.police.ufl.edu/>

Assignments – Speeches, Outlines, Self and Peer Evaluations

•**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: 5 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: 5 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: 5 minutes.

-Grading: 100 points.

•***OUTLINES FOR SPEECHES***

Email me the outlines of your Informative, Informative with Visual Aids, Persuasive, Special Occasion, and Student's Choice speeches the day before the class at which you will be speaking. 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.

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.

Our Tuesday class meetings will be conducted synchronously online using ZOOM. I've scheduled them for ZOOM participation on the course Canvas page. Simply go to the ZOOM CONFERENCES window and click on the appropriate date.

Schedule of Class Meetings (Topics, Speeches, Assignments)

Tuesday

August 25, 2020 (synchronous – online)

Topics

-Introduction to Public Speaking for Lawyers

-The Self-Introduction Speech

Thursday

August 27, 2020



Speech Presentations – Self-Introduction

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



Submit: Consent Forms

Tuesday

September 1, 2020 (synchronous – online)

Topics

-Self-Introduction Speech Debriefing

-Text Chapter Presentations

Thursday

September 3, 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

Tuesday

September 8, 2020 (synchronous – online)

Topic

-The Informative Speech

Read: Chapter 14

Wednesday

September 9, 2020



SUBMIT:

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

Thursday

September 10, 2020

Read: Chapters 8 through 12, and 17.



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

Tuesday

September 15, 2020 (synchronous – online)

Topic

-The Informative Speech

Thursday
September 17, 2020



Speech Presentations – The Informative Speech

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

Monday
September 21, 2020



SUBMIT:

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

Tuesday
September 22, 2020 (synchronous – online)

Topic

-Strategies for Conducting Q&A Sessions

Read: Chapter 16

Thursday
September 24, 2020



Speech Presentations – The Informative Speech

Speaking order: 3, 4, 5, 6, 7, 8, 11.

Tuesday
September 29, 2020 (synchronous – online)

Topics

-Informative Speech Presentations Debriefing

-Strategies for Conducting Q&A Sessions

Thursday
October 1, 2020

Part 1



Speech Presentations – Q&A Session

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

Part 2

Topic

-Using Visual Aids

Read: Chapter 13

Tuesday

October 6, 2020 (synchronous – online)

Topic

- Using Visual Aids

Thursday

October 8, 2020



Speech Presentations- Informative Speech Using Visual Aids

Speaking Order: 7, 8, 1, 6, 2, 13, 15, 11.

Monday

October 12, 2020



SUBMIT:

✓ Self-Evaluation and

✓ Peer Evaluation of **Informative Speech**

Tuesday

October 13, 2020 (synchronous – online)

Topic

- Reviewing our Progress

Thursday

October 15, 2020

Part 1



Speech Presentations- Informative Speech Using Visual Aids

Speaking Order: 12, 10, 14, 9, 3, 4, 5.

Part 2

Topic

- Persuasive Speaking

Read: Chapter 15

Monday

October 19, 2020



SUBMIT:

✓ Self-Evaluation of **Q&A Session**

Tuesday
October 20, 2002 (synchronous – online)

Topic
-Persuasive Speaking

Thursday
October 22, 2020



Speech Presentations – The Persuasive Speech

Speaking Order: 5, 1, 2, 12, 6, 4, 13, 7.

Monday
October 26, 2020



SUBMIT:

- ✓Self-Evaluation and
 - ✓Peer Evaluation of **Informative Speech Using Visual Aids**
-

Tuesday
October 27, 2020 (synchronous – online)

Topic
-Reviewing Our Progress

Thursday
October 29, 2020

Part 1



Speech Presentations – The Persuasive Speech

Speaking Order: 3, 8, 15, 9, 11, 14, 10.

Part 2

Topic
-Speaking at Special Occasions
Read: Chapter 18.

Tuesday
November 3, 2020 (synchronous – online)

Topic
-Speaking at Special Occasions

Thursday
November 5, 2020

Part 1



Speech Presentations – The Special Occasion Speech

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

Part 2

Topic

-The Student's Choice Speech

Monday
November 9, 2020



SUBMIT:

- ✓Self-Evaluation and
- ✓Peer Evaluation of **Persuasive Speech**

Tuesday
November 10, 2020 (synchronous – online)

Topic

-The Student's Choice Speech

Thursday
November 12, 2020



Speech Presentations – Student's Choice Speech

Speaking Order: 2, 7, 3, 8, 12, 15, 10, 6, 14

Monday
November 16, 2020



SUBMIT:

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

Tuesday
November 17, 2020 (synchronous – online)

Topic

Tba

Thursday
November 19, 2020




Speech Presentations – Student’s Choice Speech

Speaking Order: 11, 1, 4, 9, 5, 13.

And



Celebrating Your Hard Work and Wrapping Things Up 

Thursday
December 17, 2020



SUBMIT:

✓Self-Evaluation of Student’s Choice Speech

Speech Presentation Schedule

Self-Introduction Speech

August 27, 2020

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

Text Chapter Presentations

September 3, 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

September 10, 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

September 17, 2020

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

September 24, 2020

Speaking order: 3, 4, 5, 6, 7, 8, 11.

Question and Answer Session

October 1, 2020

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

Informative Speech Using Visual Aids

October 8, 2020

Speaking Order: 7, 8, 1, 6, 2, 13, 15, 11.

October 15, 2020

Speaking Order: 12, 10, 14, 9, 3, 4, 5.

Persuasive Speech

October 22, 2020

Speaking Order: 5, 1, 2, 12, 6, 4, 13, 7.

October 29, 2020

Speaking Order: 3, 8, 15, 9, 11, 14, 10.

Special Occasion Speech

November 5, 2020

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

Student's Choice Speech

November 12, 2020

Speaking Order: 2, 7, 3, 8, 12, 15, 10, 6, 14.

November 19, 2020

Speaking Order: 11, 1, 4, 9, 5, 13.

Schedule for Self and Peer Evaluation Submissions

Self-Intro Speech - Self-Evaluation and Peer Evaluations

September 9, 2020

Text Chapter Presentation - Self-Evaluation

September 21, 2020

Informative Speech - Self-Evaluation and Peer Evaluations

October 12, 2020

Q&A Session - Self-Evaluation

October 19, 2020

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

October 26, 2020

Persuasive Speech - Self-Evaluation and Peer Evaluations

November 9, 2020

Special Occasion Speech - Self-Evaluation

November 16, 2020

Student's Choice Speech - Self-Evaluation

December 17, 2020