Department of Theatre, Dance, and Multimedia Performing Arts

COURSE NAME: Presentation Skills and Effective Communication
COURSE NUMBER: THE 219 3 hours, 3 credits

Department Mission:
Connecting mind, body, community, and culture.
Theatre, Dance and Multimedia degree programs prepare students for a wide variety of artistic, technical, and administrative roles in the performing arts. The balance of academic study and practical application allow students to forge their own paths and find success in the professional world. The Department's holistic approach to learning and creation recognizes the interconnectedness of the mind and body, and the importance of community and cultural identity.

Theatre, Dance, and Multimedia Program website: https://www.lehman.edu/academics/arts-humanities/music-multimedia-theatre-dance/Programs--Majors/Multimedia-Theatre--Dance/
Instagram: @lehman_tnd

Course Description (From Catalogue):

Introductory tools and techniques for powerful communication in a professional setting. Focus on verbal and non-verbal presentation skills, as well as written communication.

Course Explanation: This course provides tools and techniques for powerful communication in a professional setting. It includes instruction, in-class exercises, interactive role-plays, and discussions for creative problem-solving and communication in a variety of work settings. Focus is on verbal, non-verbal presentation skills, as well as written communication. Stand out as powerful communicators in the workplace; ensure students are competitive in the workforce. Students will learn to participate in active and empathic listening, to decipher and engage in different communication styles, presentation skills like public speaking, one-on-one conversation, and Question and Answer sessions. There will be multiple writing assigments, research, a mid-term presentation, and a final presentation.

Learning Outcomes:

- Present a 5-minute presentation in a public setting (in front of the class and instructor)
- Demonstrate a clear use of eyes and embodiment of physical self while engaging in public communication and/or conversation.
- Provide constructive feedback on classmates based on specific criteria put forth in the syllabus (verbal and non-verbal communication).
- Produce written material to be used in pitches and presentations.
- Research data to support arguments
- Form and present oral arguments in a debate setting

Materials:

1. Required Text: *The Art of Public Speaking* Dale Carnegie and *Improvisation for the Theatre Viola* Spolin
- Dress: Please wear or bring to class clothing that is nonrestrictive for movement and voice work. For classes that include the public presentations and/or pitches, bring/wear a wardrobe that is appropriate for the project/place of employment you are presenting for (eg: Business Casual).

Grading

Spolin Technique Paper	10 points
Observation Paper	10 points
Mindset/Mindsight paper	10 points
Midterm Presentation	25 points
Debate Assignment Part 1 (Research and Preparation)	10 points
Debate Assignment Part 2 (Presentation)	10 points
Final Presentation	25 points
Total	**100 points**

Grading Scale

91-100 A	87-84 B+	79-77 B-	73-70 C	66-65 D
90-88 A-	83-80 B	76-74 C+	69-67 C-	Below 65 F

Academic Calendar:
Please visit https://www.lehman.edu/media/Registrar/documents/UGRD-Academic-Calendar-Fall-2025.pdf

Brightspace Use and Requirements:
You are required to use Brightspace to access course materials and complete assignments.
* Log into Brightspace from the "Login" section on the Lehman homepage:
http://www.lehman.edu/logins/

ATTENDANCE POLICY:
Students must attend classes regularly, and instructors must record attendance for grading and counseling purposes. Instructors have the right to weigh attendance and class participation in determining grades. It is the student's responsibility to ascertain the effect attendance may have on the grade in a course.

Week 1:

- Check Brightspace for Welcome Email
- Bring a journal or notebook to the first class.
- Review of syllabus.
- Homework: Read Chapter 1 Creative Expression (pg 3-17) and Sensory Awareness (pg 55-61) from Viola Spolin's *Improvisation for the Theatre*.

Week 2:

- Improvisation exercises to introduce Spolin's Theatre Games :"Yes, And" and "No Mistakes"
- Homework: Spolin Technique Paper - Write a one-page paper discussing Spolin's ideas and how they could be used to advance or block a brainstorming session for a presentation. Due week 3.

Week 3:

- Introduce the physical aspects of presenting (eyes, body, breath, proprioception, kinesthetic)
- Homework: Observation Paper. Due week 4.

Week 4:

- Continued work with physical aspects of presenting
- Homework: Mindset/Mindsight Paper: Read Carol Dweck's Mindset: The New Psychology of Success pages 4-11 and Daniel Siegel's Mindsight pages 3-14 and write 2-3 page response paper. Due week 5.

Week 5:

- Considering Multiple Perspectives, Learning from Mistakes
- Listening and Audience Analysis
- Homework: Prep 2-3 minute pitches

Week 6:

- Peer feedback on pitches for midterm

Week 7:

- Midterm pitch presentations
- Homework: Read The Art of Public Speaking: Part V Varieties of Public Speaking Pages 364-376

Week 8:

- Types of speeches (impromptu, persuasive, informative)
- Types of presentations
- Types of one-on-one conversations or engagements
- Homework: Debate research. Due Week 9.

Week 9:

- Debate practice

Week 10:

- Debate presentations

Week 11:

- Recognize your stress signals
- Your signature speaker style

Week 12-13:

- Prepare for final presentation
- Peer practice and feedback

Week 14:

- Final presentation