

Chaminade University
COM320 Professional Presentations
Spring 2010

Instructor: Danielle Lum, APR
Contact: 487-8288
danielle_lum@mac.com

Course objectives:

- Increase your confidence in public speaking ability
- Learn principles of effective public speaking
- Reinforce existing speaking skills and identify areas for improvement
- Demonstrate effective aspects of speech preparation
- Demonstrate effective aspects of speech delivery
- Appropriately apply public speaking skills to a variety of speech contexts

Requirements:

- **Attendance.** Because this course emphasizes live performance as well as class discussion, attendance at all class sessions is imperative. You can't do public speaking without a public. If you miss class the day you are expected to present a speech, turn in an assignment, or take an exam, you will NOT BE ABLE TO MAKE UP that activity or present the speech on a subsequent date. The grade is a zero. If you do miss class, it is your responsibility to get the information that was covered from your classmates.
- **Timeliness.** Students are expected to be on time, ready to participate in class.
- **Participation.** There will be ample opportunity for group discussions. Positive participation is expected. Disruptive behavior will not be tolerated and will result in loss of points and expulsion from class.
- **Textbook.** No textbook required.
- **Carbon paper.** Each student must have at least 20 sheets of carbon paper for this class.
- **Rating cards.** Each student is provided numbered cards. These should be brought to every class. Students who do not bring the cards to class will be penalized two points for every infraction.
- **Assignments.** There will be several assignments during the semester to demonstrate your understanding of and provide practical application to what is being discussed in class. No late assignments will be accepted. There are two assignments that will require time commitments outside of class.
- **Exams.** There will be no written examinations.
- **Cell phones.** Turn off cell phones before coming to class. Ringing cell phones will cost the owner 2 points. Should my cell phone go off during class, the entire class will receive 2 points.
- **Outside Reading.** You are expected to read the Honolulu Advertiser and the Honolulu Star Bulletin each day.

Grading: There will be a maximum of 950 points possible for the semester, allocated as follows:

Informational Speech:	100
Impromptu Speech 1:	100
Demonstration Speech:	100
Persuasive Speech:	100
Impromptu Speech 2:	100
Special Events Speech:	200
Judge Speech Tourney:	100
Critique Live Speech:	50

765 - 850 points	A
680 - 764 points	B
595 - 679 points	C
510 - 594 points	D
<510 points	F