

CHAMINADE UNIVERSITY
Fall 2002

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Personal and Public Speech

Communication 101; Tuesday/Thursday: 11:00-12:20, 2-3:20

04, 07

OFFICE HOURS:

Monday/Wednesday/Friday: 11-12:30

Tuesday/Thursday: 12:30-1:30

Or by appointment

REQUIRED TEXT:

Verderber, Rudolph. *Communicate!*, 10th edition.

COURSE DESCRIPTION:

Development of oral communication skills vital in career and personal life. Focus is on principles and skills of effective communication in personal interviews, small group discussions, and public speeches.

COURSE OBJECTIVES:

Upon successful completion of Com 101, the student should be able to:

- Apply principles of effective verbal and nonverbal communication in interpersonal, small group, and public speaking situations.
- Use skills of effective listening.
- Prepare and conduct informational interviews.
- Participate effectively in small group discussions.
- Research, organize, outline, and present informative and persuasive speeches.
- Speak with greater confidence in personal and public situations.
- Write clear, specific, and well-organized outlines and evaluation papers.

ATTENDANCE:

Attendance is a vital part of your learning experience in this course. As a result, your presence in class is mandatory. This is the attendance policy for BOTH excused AND unexcused absences:

0-2 absences = 10 points added to your overall test grade

3-4 absences = no direct effect

5 or more = 5 points deducted from your overall test grade for EACH absence after 4

4 tardies = 1 absence

- Attending class means being on time and present for at least 75% of the class period.
- Roll is taken every class session. If you arrive late, let the instructor know at the end of class so that you will only be marked tardy, not absent.
- There are **NO MAKE UP EXAMS OR SPEECHES** (unless prior arrangements have been made with the instructor).

COURSE REQUIREMENTS:

	Percentage	Your Grade
1. Group presentation:		
a) group grade		
b) individual grade	15%	
2. Exam I	15%	
3. Info Speech—OUTLINE	5%	
4. Info Speech	10%	
5. Pers Speech—OUTLINE	5%	
6. Pers Speech	10%	
7. Exam II	15%	
8. Interview (Speech or Paper)	10%	
9. Exam III	15%	
TOTAL	100%	

EXTRA CREDIT:

There are two ways to earn extra credit in this class:

- 1) Attendance (see policy above).
- 2) Random quizzes. The quizzes are intended to ensure that you are reading the textbook and paying attention in class, as well as to help you prepare for exams. Bonus points earned on the quizzes will count towards the next exam.

RULES FOR SPEECHES:

- Must be appropriately dressed up (acceptable: dresses, slacks, skirts, suits, ties; unacceptable: jeans, T-shirt, shorts, or short skirts).
- No gum, no hats.
- All outlines must be handed in on time (IN CLASS) on the day you are to deliver your speech. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**
- Absences may **NOT** be taken on a day a speech is to be delivered in class. Such an absence will result **in a "O"** for that presentation, unless prior arrangements have been made with the instructor (only major emergencies will be accepted—a slight cold, picking up someone at the airport, not being ready for the assignment—these are NOT major emergencies).
- If you know in advance that you cannot attend class on the day of your speech, it is your responsibility to make arrangements with a class member to switch days, and then to inform me of such a change.

COMMUNICATION 101: Personal and Public Speech

TUESDAY/THURSDAY: 11-12:20; 2-3:20

DATE	TOPIC/ACTIVITY	TO BE READ
Aug. 27	Intro to course	
Aug. 29	Intro Students—break into groups	
Sept. 3	Leadership/Member Roles	Ch. 11
Sept. 5	Leadership/Member Roles/Group Communication	Ch. 11, 10
Sept. 10	Group Communication	Ch. 10
Sept. 12	Group workday	
Sept. 17	Presentation Day—Groups 1 and 2	
Sept. 19	Presentation Day—Groups 3 and 4	
Sept. 24	Exam I (Ch. 1, 2, 3, 4, 10, and 11)	
Sept. 26	Public Speaking—Explain Info Assign.	Ch. 12
Oct. 1	Principles of informing	Ch. 17
Oct. 3	Visual Aids/Organization	Ch. 14, 15
Oct. 8	Impromptu Speaking	Ch. 14, 15
Oct. 10	Info Speech	
Oct. 15	Info Speech	
Oct. 17	Info Speech	
Oct. 22	Pers Speaking—Explain Assign/Basic Principles	Ch. 18
Oct. 24	Motivated Sequence/Theories of Persuasion	Ch. 18
Oct. 29	Citing Authorities/Presentation	Ch. 16
Oct. 31	Citing Authorities/Presentation	Ch. 16
Nov. 5	Persuasive Speech	
Nov. 7	Persuasive Speech (give review)	
Nov. 12	Persuasive Speech	
Nov. 14	Exam II (Ch. 12, 14, 15, 16, 17, and 18)	
Nov. 19	Explain Interview/Listening and Response	Ch. 5, 6
Nov. 21	Interviewing	Ch. 9
Nov. 26	Gender/Relationship communication	(outside)
Nov. 28	HOLIDAY--Thanksgiving	

Dec. 3

Dec. 5

Relationship communication

Speeches of Interviews/Paper due--(review)

Ch. 7, 8

During exam week:

Exam III (Ch. 5, 6, 7, 8, and outside)/Sem. Evals

T/R 11:00-12:20 class.....Wed, December 11, 8-10am**TBA

T/R 2:00-3:20 class.....Wed, December 11, 12:45-2:45pm