

CHAMINADE UNIVERSITY OF HONOLULU
INSTRUCTOR: Fely A. Serra
PHONE: 833-0164

COM 101 PERSONAL AND PUBLIC SPEECH

OBJECTIVES

1. Develop an understanding of self and others.
2. Develop an awareness of non-verbal communication.
3. Develop interpersonal relationship skills.
4. Develop skills in listening.
5. Develop an understanding and skill for language usage.
6. Understand the process of communication theory.
7. Develop confidence in different speaking situations.
8. Gain organization and message development skills.
9. Develop thinking (reasoning) skills.
10. Develop skills in persuasion.

DESCRIPTION

Introduction to major elements in speech. Activities for students to acquire competence in two-person, small group, and public situations. Examination and application of basic principles of message development.

TEXTBOOK - COMMUNICATE! , 10th ed.

Authors: Rudolph F. Verderber
Kathleen S. Verderber

CLASS GUIDELINES

- A. EXAMS: Two exams will be administered
- B. ATTENDANCE, CLASS PARTICIPATION, AND IMPROVEMENT
 1. Attendance is important. It is mandatory for speeches and exams. Oral and written midterms and finals must be taken to pass the course. Absence, whether excused or unexcused will affect your grade. Class participation helps a student to grow and improve in the basic skills of public speaking.
 2. Promptness at all class sessions is expected.
 3. If you are not present in class, you are still responsible for materials covered.
 4. Assignment(s) missed due to absence must be turned in during the next class session.
 5. You may make up a test or a speech with verification that circumstances were beyond your control. In such a case, please notify me BEFORE class. (Nursing a common cold, picking up someone at the airport, or not being ready for an assignment are not considered legitimate excuses.)

C. SPEECHES

1. Two or three short talks (3 – 5 minutes)
2. One Informative Speech (5 – 7 minutes)
3. One Persuasive Speech (7 – 10 minutes)
 - (a) with or without visual aides
 - (b) Outline due on day of delivery – 3 sources of information – including a bibliography
4. Participation in an interview or reporting orally on part of a chapter.
5. Participation in group discussions.

D. WRITING STANDARDS FOR TESTS

- Use correct grammar, spelling, punctuation and sentence structure.
- develop ideas and main points clearly and concisely.
- write for your reader.

E. INDIVIDUAL AND GROUP ACTIVITIES

1. Oral
2. Written

F. ACADEMIC REGULATIONS:

Writing standards (2002-2003 Catalog, vol. 47, p.50)

G. COMMUNICATION 140 POLICIES (See attached)

H. GRADES:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 & below

CHAMINADE UNIVERISTY OF HONOLULU
Fely Serra: Phone 833-0164

ON CAMPUS: August 26 – December 12, 2002 – Tuesday and Thursday

Aug. 27 Introduction
Discuss syllabus

Aug. 29 Basic Skills in Speaking
A. Stances, eye contact, gestures
B. Speech Faults
1. Addition - idea – idear
2. Omission – desk – des
3. Substitution – this – dis
C. Go over list of words with sound errors – examples
Assignment: 1. list with sound errors
2. objectives (goals for class) 1 or 2 sentences
3. perception of self paper
4. 2 or 3 paragraphs about job/responsibilities

Sept. 3 Activity: Bio Poem/Who's Who
Assignment: One man T.V. commercial for Sept. 10
30 seconds – 1 minute (any product)
Due: 1. list with sound errors
2. objectives
3. perception of self
4. 2 or 3 paragraphs about job/responsibilities

Sept. 5 Disc: Chapter 1 – Communication Perspective
2 – Perception of Self and Others

Sept. 10 Activity: "Keep in Touch" and "Giving Tree"
Assignment: Assignment: Due next week 5 informative
and 5 persuasive topics

Sept. 17, 19 Collect topics – need someone to type
Disc: Chapter 3 – Verbal communication
4 – Non verbal communication
Pass out list of topics

Sept. 24 Disc: Chapter 5 – Self Disclosure & Feedback

Sept. 26	Continue Chapter 5 Talk #1: Pet Peeves
Oct. 1	Disc. Chapter 6 – Listening
Oct. 3	Disc. Chapter 7 – Conversations
Oct. 8	Disc: Chapter 8 – Communicating in Relationships 9 – Job Interviewing Assignment: Perception of Chapters 1-9; due Oct. 17
Oct. 10	Disc. Chapter 10 – Participating in Small Groups 11 – Leadership in Groups Decide on 3-5 possible discussion topics – collect
Oct. 15	Disc. Chapter 12 – Topic & Goal * 13 - Research * 14 - Adapting to Audience Verbally and Visually 15 – Organizing – Introduction and Conclusions * (can be omitted) Assignment: 3 Intros/3 conclusions
Oct. 17	Due: Perceptions – Chapters 1 -9 Collect – 3 intros/3 concl Talk #2 - Experiential
Oct. 22	Activity: Review Chapters 1 – 9 Lecture: Speeches for Different Occasions Assign: Eulogy
Oct. 24	Mid-Term
Oct. 29	Disc: Chapter 16 – Presenting Your Speech
Oct. 31	Disc: Chapter 17 – Informative Speaking
Nov. 5	<u>Listen</u> to: Informative Speeches – 5 -7 minutes

Nov. 7	Continue Listing to informative speeches
Nov. 12	Disc: Chapter 18 – Persuasive Speaking
Nov. 14	Disc: Chapter 18 – Persuasive Speeches
Nov. 19	Activity: Do activities for 10 & 11 Chapter 10 – Participating in small groups Chapter 11 – Leadership in groups
Nov. 21	Do activities – 3 interviews & group discussions (current topics)
Nov. 26	1 st group final speeches
Dec. 3	2 nd group final speeches
Dec. 5	3 rd group final speeches

**FINALS: 9:30 class – Monday, December 9 at 8:00 a.m. – 10: 00 a.m.
Same classroom**

**12:30 class – Tuesday, December 10 at 12:45 – 2:45 p.m.,
Same classroom**