

COM 10140

Fely Serra

Fort Shafter – Friday, July 5 – September 6, 2002

TENTATIVE SCHEDULE

July 5

Introduction

Discuss syllabus

Basic Skills in Speaking

A. Stance, 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

Assignment: List with sound errors

Assignment: 1. Objectives – Goals for class – 1 or 2 sentences

2. Perception of Self Paper

Assignment: Two paragraphs about job/responsibilities

Assignment: ~~Prepare a one-man~~ T.V. commercial for next

Class: 30 seconds – 1 minute - any product

Activity: Bio Poem/Who's Who

July 12

Due: 1 or 2 paragraphs about job/responsibilities

Due: Perception of Self Paper/Objectives

Due: Speech faults – errors in sounds

Disc: Chapter 1 – Communication Perspective

2 – Perception of Self & Others

12 - Topic and Goal

13 - Research

16 - Presenting Your Speech

Activity: "Keep in Touch" and "The Giving Tree"

Activity: T. V. Commercial

Talk #1: Pet Peeves

Assignment: Due next week

5 Informative and 5 Persuasive Topics

(need - volunteer to type list)

July 19

Activity: Pass out topics

Disc: Chapter 3 -Verbal Communication

4 - Nonverbal Communication

5 - Self-Disclosure & Feedback - keep a record of when
you and someone else self-disclosed to each other

14 - Adapting to Audience Verbally and Visually

Talk #2 -Experiential Speeches - 1 or 2 paragraphs each

July 26 Due: Perceptions for chapters 1-9
Lecture: Speeches for different occasions - plus
 Eulogy due next week
Disc: Chap. 6 - Listening
 7 - Conversations
 15 - Organizing - Introductions/Conclusions
Assign: 3 Introductions and 3 Conclusions

August 2 Due: 3 Introductions and 3 Conclusions
Due: Typed Eulogy
Listen to speeches for different occasions
Disc: Chap. 8 - Communicating in Relationships
 9 - Job Interviewing
 17 - Informative Speaking
 18 - Persuasive Speaking
Review for Mid-Term
Assign: Students for job interviews - 3 or 4 pairs

August 9 Read 2 -3 eulogies
Disc: Chap. 10 - Participating in Small Groups
 11 - Leadership in Groups
MID-TERM - Chapters 1-9
Be prepared for current events discussion

August 16 Listen to Informative Speeches

August 23 1. Ask for 2-3 volunteers
 2. Activity: Listen to Interviews - 3 or 4 pairs
 3. Listen to group discussions
 a. "Who Robbed the Bank?"
 b. Current Events
 4. Review for Written and Oral Exams
 5. Assist students who need help for their Persuasive Speeches

August 30 Listen to Volunteer Speakers
 Written Finals (Chapters 10-18)

Sept. 6 Listen to Persuasive Speeches

CHAMINADE UNIVERSITY OF HONOLULU
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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 (2001-2002 Catalog, vol. 46, 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