

Chaminade University of Honolulu
January 17- March 21, Spring 2003
Fort Shafter- Education Center

Course: ⁴⁰ Communication 101- Personal and Public Speaking

Credits: 3 Credits

Date/Time: Fridays, 5:30- 9:30 p.m., 10 classes

Instructor: Amy Stehlik

Communications: Telephone:
E-mail:

Office Hours: By Appointment

Textbook: Verderber, Rudolph F. (2002), *Communicate!*, Wadsworth Publishing.
(10th ed.)

Course Description: This course is developed to introduce students to major forms of communication. Through class activities you will learn effective speaking skills for two-person, small group, and public situations. You will explore and apply basic principles of message development through small group and class discussions, giving speeches, and examinations.

Course Objectives: At the end of the course students should be able to:

- Understand the communication process, and the importance of verbal and nonverbal communication. Recognize how self-concept develops and affects communication.
- Identify, discuss, and apply major intrapersonal and interpersonal communication concepts and principles.
- Introduce students to effective group discussion techniques.
- Learn how to listen and respond more effectively.
- Overcome their fear of public speaking, through practice and preparation.

Course Rules/ Requirements:

Assignments:

Chapter readings and homework will be assigned in advance. It is *very* important that all students read the assigned chapters prior to class and come well prepared and ready to participate in the discussion of the material. The ten week course moves very quickly, and requires self-discipline to keep up-to-date. The syllabus IS subject to change, and the students will be told in advance of any such changes.

Homework assignments and speech outlines must be typed and are due on the date specified. Late outlines will lose one grade per class day, off their actual earned grade. First drafts may be turned in early, or e-mailed to the instructor to facilitate any suggestions or advice. Names will be drawn for the order of presenting the speeches. The order of the persuasive speech will be opposite of the informative speech, in order to be fair. Names will be drawn again on the day of the Impromptu speech.

Participation/ Attendance:

This is a course of interactive, cooperative experiences between the students and the instructor. The format is designed to integrate small lectures, small group work, discussions, and student presentations. Student **active** participation is an important and **required** part of the class.

Students are required to attend class regularly and promptly. Being in class means that you arrived on time and stay until the class is excused. One unexcused absence will result in one lower grade for attendance and participation. Two absences can result in course failure. If you are not present for class you are still responsible for the material covered. Please notify me in advance if you know you will not be able to attend a class.

You may make up an exam or a speech **with official verification** that circumstances were beyond your control- hospital note, tow truck invoice, etc. In such cases, please try to contact me before class, if possible, so as not to hold up the rest of the class. Nursing a common cold, picking up someone at the airport, running an errand, bad nerves, or not being ready for an assignment are NOT legitimate excuses.

Students may make appointments with the instructor in order to discuss any assignments or grades. Students will be informed ahead of time if they are not performing well in class participation, homework, exams, or speeches, so that they may improve their grades before the mid-semester, and again before the deadline to drop the class. PLEASE talk to the instructor if you feel you are not understanding the material or assignments, or need a pep-talk before speech time.

Grading: Assignment:	Points:	My Score:
Exam #1- 1/24	50	
Exam #2- 1/31	50	
Exam #3- 2/7	50	
Exam #4- 2/14	50	
Exam #5- 2/21	50	
Exam #6- 2/28	50	
Exam #7- 3/7	50	
Exam #8- 3/14	50	
Final Exam- 3/21	80	
Informative Outline	45	
Informative Speech	100	
Persuasive Outline	45	
Persuasive Speech	100	
Impromptu Speech	50	
Homework assignments (8x)	80	
Class Attendance (10 x 10 points)* & Participation	100	

	Total	1000 / 10 = final grade		Total	/ 10 = Grade	
Grade Scale: A= 100- 90	B= 89- 80	C= 79- 70	D= 69- 60	F= 59- 0		

Class Participation: These are *general* guidelines for class participation scores.

10- Arrive on time & actively participate

9- Miss one hour, or lacking in participation

8- Miss one hour +, or do not participate much

7- Miss two hours, or do not participate

6- Miss 3 hrs, or do not participate

5- Excused absence from class, does all work

0- Unexcused absence from class

COM 140: Personal & Public Speaking
10 Week Course Schedule: Winter 2003

Instructor: Amy Stehlik
Fort Shafter, Friday 5:30- 9:30

Week 1- January 17

Introductions & Syllabus
Game: Three Truths & a Lie (class chart)
Informative speaking:
Ch. 17: Informative Speaking
Ch. 12: Topic & Goal
Ch. 13: Research /citing sources
Exercises: Brainstorm subjects/ topics/ goals
Talking about credibility /RIICE

Week 2- January 24

Due Today: **HW #1-** Bibliography/10 sources
Job/hobby Speeches (3 minutes)
Exam 1: Ch. 17, 12,13
Ch. 14: Organization
& Introductions/ Conclusions/ Transitions
Ch. 15: Adapting to Your Audience
Interviewing audience for analysis

Week 3- January 31

Due Today:
HW #2- Subject/ Topic/ Goal/ Thesis/ Pattern
for Informative speech
HW #3- Audience Analysis & Speech Plan
Exam 2: Ch. 14 & 15
Ch. 16: Presenting Your Speech
Public speaking delivery skills workshop
Develop & practice speech introductions
Focus on body language

Week 4- February 7

Informative Speech Outline due today
Exam 3: Ch. 16/ delivery
Return Speech Outlines & Discuss
Ch. 3: Verbal Communication
Ch. 4: Non-verbal Communication
Exercises: Role Playing Non-verbal behaviors

Week 5 -February 14

Informative Speeches (6-8 minutes)
Exam 4: Ch. 3 & 4
Ch. 18: Persuasive Speaking
Exercises: Examples of Pathos, Ethos, Logos
Subject/ Topic/ Thesis/ Org. Patterns

Week 6- February 21

HW #4- topic/ goal/ thesis/ org. pattern
HW #5- audience analysis/ speech plan
Exam 5: Ch. 18
Ch. 1: Communications Perspective
Ch. 2: Perception of Self & Others
Ch. 5: Conversations/ maxims
Exercises:
The Communication Process Diagram
Perception of others w/ pictures
Implicit Personality Sketch
Attribution Theory examples

Week 7- February 28

Persuasive Speech Outline due today
Exam 6: Ch. 1-2, 5
Ch. 6: Listening/ responding
Ch. 7: Self-Disclosure & Feedback
Ch. 8: Communication in Relationships
Exercises: Feelings/Feedback/ Assertiveness
Report vs. Rapport talk

Week 8- March 7

Due Today:
HW # 6 – Two conclusions for speech
HW #7- Bring in your Resume/Cover Letter
Exam 7: Ch. 6, 7, 8
Ch. 10: Group Communication
Ch. 11: Leadership/ Roles in Groups
Exercises: Group Work (HW#8 due last class)

Week 9- March 14

Persuasive Speeches (6-8 minutes)
Exam 8: Ch.10, 11
Ch. 9: Job Interviewing
Exercises: Practice job interviewing skills

Week 10- March 21

Due Today: **HW #8-** Diagram your group: list/
describe roles during your group process
Impromptu Speeches
Final Exam Topics & Course Evaluations