

Description

As written in the Summer Session Bulletin, this course provides an introduction to major forms of oral communication. Activities for students to learn communication in two-person, small group and public situations. Examination and application of basic principles of message development are included.

Textbook

Verderber, R. F. (Latest edition). Communicate! Belmont, CA: Wadsworth Publishing Company.

Objectives

- 1. See communication as an ongoing process.
- 2. Recognize how perception and the self concept develop and impact communication.
- 3. Help overcome the fear of public speaking.
- 4. Know how to deliver effective speeches.
- 5. Know how to construct an organized, well-documented speech.
- 6. Realize the powerful effect of words.
- 7. Be aware of how and what people communicate nonverbally.
- 8. Learn how to use persuasion over force.
- 9. Learn how to be a good discussion leader and participant.
- 10. Learn to be a culturally sensitive communicator.

Attendance

Chaminade University general policies require students to be present for all class meetings of which they are registered. Therefore, unless otherwise notified, students are expected to be present at all scheduled classes. In addition, students must submit verification of their absence to the instructor. Students who are absent are responsible for making up missed speech presentations, assignments, quizzes and exams (make up exams are ESSAY format). Excessive absences will result in course failure (minus 2 points daily). Conversely, perfect attendance will be advantageous in helping to determine borderline grades.

Policies

Punctuality is expected. Points will be deducted for tardiness. Some quizzes will be given at the START of class which cannot be made up. All make-up exams will be ESSAY format. To take the make-up exam, students FIRST must present written verification of excuse; no excuse, no make-up exam. All speech outlines & handouts must be typed. Assigned chapters must be read ahead of class discussions. All assignments must be turned in by their due dates. One letter grade per day will be deducted from all late assignments.

How to calculate my final grade for COM 140:

| Final Exam | Exercises | Major Assignments | Midterm | Attendance | Classroom Participation | Utilization of Class Time | Research Paper | Group Project | Final Paper | Final Grade |
|------------|-----------|-------------------|---------|------------|-------------------------|---------------------------|----------------|---------------|-------------|-------------|
| 100        | 100       | 100               | 100     | 100        | 100                     | 100                       | 100            | 100           | 100         | 100         |
| 90         | 90        | 90                | 90      | 90         | 90                      | 90                        | 90             | 90            | 90          | 90          |
| 80         | 80        | 80                | 80      | 80         | 80                      | 80                        | 80             | 80            | 80          | 80          |
| 70         | 70        | 70                | 70      | 70         | 70                      | 70                        | 70             | 70            | 70          | 70          |
| 60         | 60        | 60                | 60      | 60         | 60                      | 60                        | 60             | 60            | 60          | 60          |
| 50         | 50        | 50                | 50      | 50         | 50                      | 50                        | 50             | 50            | 50          | 50          |
| 40         | 40        | 40                | 40      | 40         | 40                      | 40                        | 40             | 40            | 40          | 40          |
| 30         | 30        | 30                | 30      | 30         | 30                      | 30                        | 30             | 30            | 30          | 30          |
| 20         | 20        | 20                | 20      | 20         | 20                      | 20                        | 20             | 20            | 20          | 20          |
| 10         | 10        | 10                | 10      | 10         | 10                      | 10                        | 10             | 10            | 10          | 10          |
| 0          | 0         | 0                 | 0       | 0          | 0                       | 0                         | 0              | 0             | 0           | 0           |

Grade Scale (Points will be rounded to nearest whole number)

# Course Schedule

| DATE    | TOPIC                           | READING                  |
|---------|---------------------------------|--------------------------|
| WEEK #1 |                                 |                          |
| 5/22    | Course overview                 |                          |
| 5/23    | Defining Communication          | Chapter 1                |
| 5/24    | Delivering Your Speech          | Chapter 16               |
| 5/25    | SPEECH #1: SELF                 |                          |
| 5/26    | NO CLASS                        |                          |
| WEEK #2 |                                 |                          |
| 5/29    | MEMORIAL DAY HOLIDAY            |                          |
| 5/30    | Organizing Your Presentation I  | Chapters 12, 13, 14 & 15 |
| 5/31    | Organizing Your Presentation II |                          |
| 6/1     | SPEECH #2: DEMONSTRATION        |                          |
| 6/2     | SPEECH #2: DEMONSTRATION        |                          |
| WEEK #3 |                                 |                          |
| 6/5     | Speaking to Inform              | Chapter 17               |
| 6/6     | Informative Speech Workshop     |                          |
| 6/7     | Speaking to Persuade            | Chapter 18               |
| 6/8     | SPEECH #3: INFORMATIVE          |                          |
| 6/9     | SPEECH #3: INFORMATIVE          |                          |
| WEEK #4 |                                 |                          |
| 6/12    | KAMEHAMEHA DAY HOLIDAY          |                          |
| 6/13    | Midterm Exam                    |                          |
| 6/14    | Perception & Communication      | Chapter 2                |
| 6/15    | Verbal Communication            | Chapter 3                |
| 6/16    | SPEECH #4: IMPROMPTU            |                          |
| WEEK #5 |                                 |                          |
| 6/19    | Nonverbal Communication         | Chapter 4                |
| 6/20    | Persuasive Speech Workshop      |                          |
| 6/21    | Interpersonal Communication I   | Chapters 5, 6 & 7        |
| 6/22    | SPEECH #5: PERSUASIVE           |                          |
| 6/23    | SPEECH #5: PERSUASIVE           |                          |
| WEEK #6 |                                 |                          |
| 6/26    | Interpersonal Communication II  | Chapter 8                |
| 6/27    | Groups & Communication          | Chapters 10 & 11         |
| 6/28    | Mass Communication              |                          |
| 6/29    | Make-up Speeches                |                          |
| 6/30    | Final Exam                      |                          |



## Stand & Deliver

*7-6e 'Power of Public Speaking'*



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 Chaminade University, Summer 2000  
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