#### 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 SILUATIONS. Examination and application of basic principles of message development are included.

#### Textbook

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

#### Objectives

- See communication as an ongoing process. Ι.
- Recognize how perception and the self concept develop and impact com-2. munication.
- з. Help overcome the fear of public speaking.
- 4. Know how to deliver effective speeches.
- Know how to construct an organized, well-documented speech. 5.
- Realize the powerful effect of words. 6.
- 7. Be aware of how and what people communicate nonverbally.
- Learn how to use persuasion over force. 8.
- 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 10 be present for all class meetings of which they are registered. Therefore, unless otherwise notified, students are expected to be present at all scheduled  $C_{asses}$ . In addition, stu dents 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 canno-t 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.

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## Course Schedule

## DATE

WEEK #1

5/22 Course overview

- **Defining Communication** 5/23
- Delivering Your Speech 5/24
- 5/25 SPEECH #1: SELF
- 5/26 NO CLASS

5/29

5/30

6/19

6/20

6/21

6/22

6/23

## WEEK #2

MEMORIAL DAY HOLIDAY Organizing Your Presentation I Organizing Your Presentation II

TOPIC

Chapters 12, 13, 14 & 15

READING

Chapter 1

Chapter 16

Chapter 17

Chapter 18

- 5/31 SPEECH #2: DEMONSTRATION 6/1
- 6/2 SPEECH #2: DEMONSTRATION

## WEEK #3

- 6/5 Speaking to Inform
- Informative Speech Workshop 6/6 6/7 Speaking to Persuade
- **SPEECH #3: INFORMATIVE** 6/8
- 6/9 SPEECH #3: INFORMATIVE

WEEK #4

- 6/12 KAMEHAMEHA DAY HOLIDAY
- 6/13 Midterm Exam
- 6/14 Perception & Communication

Nonverbal Communication

Persuasive Speech Workshop

Interpersonal Communication I

SPEECH #5: PERSUASIVE

SPEECH #5: PERSUASIVE

- Verbal Communication 6/15
- SPEECH #4: IMPROMPTU 6/16

## WEEK #5

Chapter 4

Chapter 8

Chapters 10 & 11

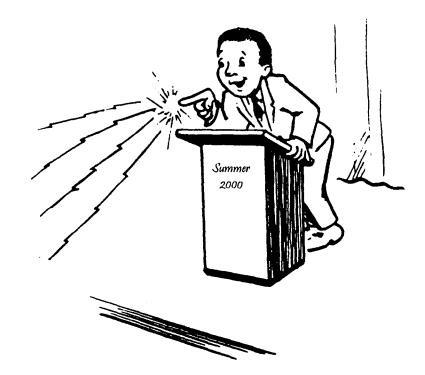
Chapter 2

Chapter 3

Chapters 5, 6 & 7

### WEEK #6

- Interpersonal Communication II 6/26
- Groups & Communication 6/27
- 6/28 Mass Communication
- 6/29 Make-up Speeches
- 6/30 Final Exam



# Stand & Deliver

7-6e 'Power of Public Speaking



COM 140: Personal & Public Speech Chaminade University, Summer 2000 Instructor: Dennis Bautista Office: Henry 206 A Phone: 735-4739 (Faculty Services)