

## SYLLABUS

### Communication 140

Personal & Public Speech

Chaminade University of Honolulu

Schofield Barracks, Bldg. 560

Fall 1998 (Oct. 5-Dec. 17)

Saturdays, 1230-1610

Instructor, **Arlene Cabacungan, M.A.**

(h) 735-3881

(p) 846-5178

**(e) [acabacun@hawaii.edu](mailto:acabacun@hawaii.edu)**

**Office** hours before and after class or  
by appointment

Textbook: Communicate! by Rudolph F. Verderber, 9<sup>th</sup> Edition. Wadsworth Publishing Co., 1999,

Optional Materials: a blank VHS videotape

Course Description: Introduction to major forms of oral communication. Activities for students to learn effective speaking skills for two-person, small groups, and public situations. Examination and application of basic principle of message development.

#### Course Objectives:

- To recognize how self-concept develops and affects communication.
- To understand communication as a process.
- To realize the power of words.
- To understand the importance of nonverbal communication.
- To develop public speaking skills.
- To develop informative skills and skills of persuasion.
- To develop effective listening skills.
- To develop effective group discussion skills.

## POLICIES & PROCEDURES

Attendance is a vital part of your learning experience in this course. Class activities and participation cannot be made up. Speaking assignments require your attendance as a participant and listener. Regular and timely class attendance, timely completion of homework, and meetings with the instructor when you have problems will help you succeed in this course.

2. Due to the schedule of the Fall Evening Program (only 10 class sessions), you will be penalized for every unexcused absence-10% points from your total grade per absence.
3. If you are not present in class or **arrive late for class, you are still** responsible for the material covered.
4. You may make up a test or speech with verification that circumstances were beyond your control. In such a case, please notify me before class or as soon as possible.  
*Nursing a common cold, picking up someone at the airport, or not finding a babysitter are not considered legitimate excuses.*

5. **Be aware of assignment deadlines and requirements. Your assignment must be personally submitted at the *beginning* of the class session to be accepted on time; otherwise they will be considered late and 10% points will be taken off accordingly. Exceptions will be made upon verification that circumstances were beyond your control.**
6. **All written work to be turned in for credit (except in class critiques) must be typed.**
7. **For your speeches, you will be signing up for the order in which you will be giving your speech, unless the instructor has predetermined an order. You may, however, make arrangements with another class member to switch your order. Please notify me as soon as possible of such changes.**
8. **If you are one of the "lucky" ones to give your speech first, you are still expected to do well; however, I will consider the anxiety of the "first rounders." Obviously, subsequent speakers are expected to learn from the evaluations of previous ones.**
9. **You will be doing peer evaluations which is an integral part of this course; giving constructive feedback based on established criteria is a necessary skill to develop.**
10. **Videotaping of various assignments in the classroom may occur occasionally and will be used for instructor/individual feedback.**
11. **In respect to others, please follow simple courtesies, e.g. no eating while others are giving their speeches, turn beepers off or on to vibrator mode, turn cellular phone ringers off, no leaving/returning in the middle of class, etc. Any student who does not comply with this policy may be asked to leave the class for that day.**

### **COURSE SCHEDULE**

Week 1:	<b>Introduction to course</b>
Week 2:	<i>Read Chapters 1, 2</i> <b>Introduction to course and each other</b> <b>Communication perspective</b> <b>Perception of self and others</b>
Week 3:	<i>Read Chapters 3, 4, 16</i> <b>Journal due</b> <b>Verbal language in relationships</b> <b>Verbal language in public speaking</b> <b>Nonverbal communication in relationships &amp; public speaking</b> <b>Quiz 1</b>
Week 4:	<i>Read Chapters 12, 13, 17</i> <b>Journal due</b> <b>Topics for informative speech due</b> <b>Topic and goal</b> <b>Research</b> <b>Informative Speaking</b>

- Week 5:     *Read Chapters 14, 15, 18*  
              Journal due  
              Informative speech outlines due  
              Organization  
              Adapting to audiences  
              Persuasive speaking  
              Impromptu speeches
- Week 6:     *Read Chapters 5, 6*  
              Journal due  
              Self-disclosure and feedback  
              Listening  
              Quiz 2  
              Informative speeches
- Week 7:     *Read Chapters 7, 8*  
              Journal due  
              Persuasive speech topics due  
              Conversations  
              Communicating in Relationships  
              Conversational/Interpersonal Communication Competency Simulations  
              Informative speeches
- Week 8:     *Read Chapter 9*  
              Journal due  
              Persuasive speech outlines due  
              Job interviewing  
              Job interview simulations  
              Quiz 3
- Week 9:     *Read Chapter 10, 11*  
              Journal due  
              Group communication  
              Group communication simulation  
              Leadership in groups  
              Quiz 4  
              Persuasive speeches
- Week 10:    Journal due  
              Persuasive speeches  
              Review  
              Final Exam

## EVALUATION & GRADING

Final grades will be computed by the total number of points earned during the term. You will be given individual assignments that will specify the procedures and requirements for the activities. All assignments will be evaluated on the quality and completeness of **the oral and written** feedback. **Listed** below are **the** assignments, percents, and possible points allotted for each. Use the space provided below to keep a record of all your grades for each assignment.

<u>Assignment</u>	<u>Points</u>	<u>Your Score</u>
Quiz 1	25	
Quiz 2	25	
Quiz 3	25	
Quiz 4	25	
Final Exam	100	
Impromptu speech	25	
Informative speech	75	
Persuasive speech	75	
Class participation	75	
Journal (8)	16	
Speech topics (2)	4	
Informative speech outline	15	
<b>Persuasive speech outline</b>	15	

### Grade Distribution & Instructor Expectations for Grades:

A - Exceptionally well prepared and executed completion of assigned work indicating effort, individualized style, and demonstrating a thorough grasp of large portions of the course material. (500 - 450 pts = 100% - 90%)

B - Creative, well prepared work, demonstrating unusual effort, talent, or grasp of the material that is distinctly superior to an "average" effort. (449 - 400 pts = 89% - 80%)

C - Satisfactory completion of assigned work at a level of effort and competency normally expected of the majority of students (basic completion, average performance, and reasonable effort). (399 - 350 pts = 79% - 70%)

D - Unsatisfactory completion: of work indicating mis-perceived objective or failure to grasp key concepts but with reasonable effort. (349 - 300 pts = 69% - 60%)

F - Failure to complete assigned work through lack of reasonable effort, or failure to attain a passing average on either exams or assignments. (299 & below pts = 59% & below)