

COM 11400(o)
PERSONAL AND PUBLIC SPEECH
SYLLABUS
CHAMINADE UNIVERSITY OF HONOLULU

COURSE TITLE: PERSONAL AND PUBLIC SPEECH

COURSE NO.: COM 1 4 0

SECTION: 6

ROOM: E115

INSTRUCTOR: C. KAWASAKI B.A., P.D., M.ED.

SEMESTER: FALL 1998 - September 1, 1998 - **December 10, 1998**

TEXT: COMMUNICATE! 8TH EDITION, R. F. **VERDERBER**

COURSE DESCRIPTION:

Personal and Public Speech is a **course** that will introduce you to three major areas of oral communication: interpersonal, group **and** public speaking. You will participate in various individual, group, and classroom speech activities, discussion, and writing assignments.

COURSE OBJECTIVE:

The objective of the course is to give you the opportunity to learn and practice communication skills and become comfortable using **them** in real-life situations. Personal and Public **Speech** will help you:

- ^ To understand the importance of effective communication skills
- ^ To explore the differences that perception and the self-concept make to your personal growth
- ^ To understand that communication is a dynamic process that **requires** skill and confidence
- ^ To realize that your entire self, your mental, spiritual, **emotional** and physical nature, are profound features that enhance **your** impact in interpersonal and public speaking arenas
- ^ To develop techniques and practice in choosing the right words to convey your message
- ^ To **practice** different styles of delivery **using verbal** and non-verbal techniques, including ideas, feelings, and response, in interpersonal and group **situations** and realize their **importance** in human interaction
- ^ To practice **responsible** and positive thought, **action**, and behavior in the communication process
- ^ To develop skills in organizing your speech in thought and **message** development

GRADING POLICY:

- ^ **SPEECHES:** 60
- ^ **OUTLINES:** 10
- ^ **EXAMS:** 20
- ^ **ATTENDANCE & PARTICIPATION:** 10 %

WEEKLY SCHEDULE - COM 1 4 0 - 6

WEEK 1 : CHAPTER 1, Introductions/Communication Perspective

ESTABLISHING A COMMUNICATION FOUNDATION:

WEEK 2: CHAPTER 2, Perception of Self/Others

WEEK 3: **CHAPTER 3**, Verbal Communication
CHAPTER 4, Non-verbal Communication

INTERPERSONAL COMMUNICATION:

WEEK 4: CHAPTER 5, Communication of Ideas, Feelings

CHAPTER 8, Communication in Relationships

WEEK 5: CHAPTER 6, Listening Skills

CHAPTER 7, **Response** Skills

WEEK 6: **CHAPTER 15**, Presenting the Speech
Topic, Outline, Practice

WEEK 7 : YOUR FIRST SPEECH
Critique, Comments

GROUP COMMUNICATION:

WEEK 8 : MID-TERM **EXAM**

CHAPTER 9, Participating in Work Groups

WEEK 9: CHAPTER 10, Leadership in Groups

PUBLIC SPEAKING:

WEEK 10: CHAPTER 11, Selecting Your Topic

CHAPTER 12, 13, **Gathering** Information/Audience

CHAPTER 14, Organizing the Speech

WEEK 11: CHAPTER 16, Informative Speaking
Informative Outline Due

WEEK 12: INFORMATIVE SPEECHES

WEEK 13: CHAPTER 17, Persuasive Speaking
Persuasive Outline Due

WEEK 14: PERSUASIVE SPEECHES

WEEK 15: EXTEMPORANEOUS SPEECHES

FINAL EXAM: TUESDAY, **DECEMBER 15**, 1998
CLASS SCHEDULE SUBJECT TO CHANGE

COM 140 CLASSROOM POLICIES

1. **ATTENDANCE:** There are approximately 29 class sessions in the semester. You may have two (2) unexcused absences for the semester without penalty. Seven (7) absences or more will result in failing the course.
2. **BONUS:** Learning about a subject is like putting together a puzzle. If you are absent, you miss a part of the puzzle, which, in this case, cannot be retrieved and the picture changes. So, if you have a perfect attendance record, and an A or B average in the course, you will be exempt from the final exam.
3. If you need to drop off an assignment, please drop it in my box in Henry Hall 105 with your name, date, course number, and title of the assignment. YOU may call me at 533-4769 if you have an urgent matter to discuss with me.
4. If you miss a test or speech because of extenuating circumstances that are beyond your control, you may make it up with proper documentation such as a doctor's slip, etc. In such cases, you are expected to notify me before the class period. See above telephone number or leave a note in my box prior to the class to be missed.
5. You will be choosing a day and time for giving a speech, so make your ~~choices~~ carefully. If, however, you find that some emergency comes up and you cannot attend class on the day of your speech, it is your responsibility to make arrangements with a class member for the switch of days and to inform me of such changes. Failure to show up for the speech will result in an F grade.
6. If you are not present in class, please remember that you are still responsible for the material covered. This includes any assignments, projects, or activities.
7. All assignments, including outlines of speeches, must be typed and are due during the class period so stated on the syllabus. You may prepare your outlines ahead of time as a draft if you would like me to look it over. The draft is to be submitted to me at least two class days before it is due. NOTE: Handing in a late assignment will result in a drop of one letter grade.
8. Promptness at all class sessions is expected. As in a real-life work situation, if you are tardy your employer will dock your pay or terminate you. This class is a practice in real-life drama that should be taken seriously since your behavior, attitude, and conduct will become a pattern that will follow you into the work place. Five tardies or more will affect your final grade by a minus point on your letter grade. For example, an "A-" grade becomes a "B +".
9. Whenever you are giving a speech, please dress appropriately in suitable attire. Shorts, hats, slippers, t-shirts with logos, halter/bareback tops, mini-skirts are unacceptable dress. All blouses or shirts should be tucked in for a professional look.

NOTE: Please, no eating, drinking, or gum chewing during class. Pagers, cells off, please.

TAKE THE CHALLENGE AND WORK FOR THE BEST FOR YOU!

GOOD LUCK!