Chaminade University
Of HONOLULU

Melba Kop
Fall 1998

FRESHMAN INTEGRATED STUDIES
COMMUNICATION 140: PERSONAL AND PUBLIC SPEECH

DESCRIPTION

Introduction to major forms of oral communication. Activities for students to learn effective speaking skills for small group and public speaking situations. Examination and application of basic principles of message development.

TEXTBOOK: **Speaking** With A Purpose by Arthur Koch, 4th Edition, 1998

OBJECTIVES

1. Understand the four basic elements of the Communication Process

2. Know how to organize and deliver an informative speech

3. **Learn** how to be a good discussion leader and participant

4. Learn why you sometimes can't see "eye to eye" with others

5. Recognize how your self concept developed and how it affects the way you communicate

6. Know how to influence people through persuasive appeals

7. Realize the power of words

8. Be aware of how and what you communicate nonverbally

9. Learn the complexities of interpersonal relationships

ASSIGNMENTS

SPEECHES (50%)

Animal, Veggie, Fruit Speech	05%
Informative Speech	15%
Persuasive Speech	20%
Impromptu Speech	10%

OUTLINES (10%)

Informative Outline	05%
Persuasive Outline	05%

PAPERS (10%)

Informative Evaluation Paper	05%
Persuasive Evaluation Paper	05%

EXAMINATIONS (30%)

Mid-Term Exam	15%
Final Exam	15%

CLASS SCHEDULE

Week 1:   Course Overview
              (Chapter 1)
              "What Makes Me Unforgettable" Speeches

Week 2:   Delivery
              (Chapters 8 and 9)

Week 3:   "Animal, Veggie, Fruit" Speech (Emphasis: DELIVERY)
              Notetaking Skills (9/16, Noon, AV Room)

Week 4:   1 nforming
              (Chapters 10, 2, 3, 6, 4, and 7)
              Becoming a Critical Thinker (9/23, Noon, AV Room)

Week 5:   Group Discussion (Chapter 12)
              Informative Outline Due
              Perception (Handout Reading)

Week 6:   INFORMATIVE SPEECHES (Emphases: ORGANIZATION & DELIVERY)

Week 7:   INFORMATIVE SPEECHES Con'd

Week 8:   MIDTERM EXAMINATION
              Self-Awareness and Self-Concept (Handout Reading)
              Taking Tests (10/21, Noon, AV Room)

Week 9:   Persuading (Chapters 11 and 5)
              Handling Stress (10/28, Noon AV Room)

Week 10:   Language (Handout Reading)

Week 11:   Nonverbal Communication (Handout Reading)

Week 12:   Persuasive Outline Due
              Conferences

Week 13:   IMPROMPTU Speeches

Week 14:   PERSUASIVE SPEECHES (Emphases: CONTENT, ORGAN, DELIVERY)

Week 15:   Interpersonal Communication
              FINAL EXAMINATION (Saturday, December 12)

*Class schedule is subject to change -- give or take a week.

COMUNICATION 140 POLICIES AND PROCEDURES

1. You may have 3 unexcused absences. Each additional absence, whether excused or unexcused, is an **automatic -15 points** from **the total point** system. Obviously, excessive absences will result in course failure.

2. You may make up a test or a speech with verification that circumstances were beyond your control. In such a case, please notify me before class, if possible. (Nursing a common cold, doing an errand, meeting with a professor or advisor, or not being ready for an assignment are not considered legitimate excuses.)

3. If you know in advance that you cannot attend class on the day of your speech, make arrangements with a class member for the switch of days and let me know of the change.

4. If you are one of the "lucky" ones to give your speech on the first scheduled day, 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.

S. If you are not present in class, you are still responsible for the material covered.

6. Speech outlines MUST BE TYPED and are due on the date specified. Late outlines may be evaluated, if you wish, but will NOT be graded.

7. Evaluation papers are also due on the date specified. These may be handwritten.

8. If you fail to give your persuasive speech and to take the final examination, you will not pass the course.

9. Class starts at 11:00. Please be ON TIME.

Office hours: Monday-Wednesday-Friday: 8:30 to 9:00
                                               12:00 **to** 1:00
                                                3:00 to 4:00

                Tuesday-Thursday: By appointment

Office: Henry Hall, Room 206-A
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                Phone: ???