

CHAMINADE UNIVERSITY OF HONOLULU
FALL 1998
COMMUNICATION 140
HENRY 203

Ed Nishioka
Office: By appointment
Phone: 597-8212
ed@professionalresults.com

SYLLABUS

Course Description

This course will introduce you to all major forms of oral communication. Students will participate in numerous activities to help learn effective speaking skills for two persons, small group and public situations.

Text

Communicate by Rudolph Verderber, 8th Edition

Objectives

1. To become a proficient public speaker.
2. To help you overcome the fear of public speaking.
3. To learn the major aspects of communication - both verbal and non-verbal.
4. To develop communication effective public speaking skills.
5. To learn the **communication process**.
6. To learn the art of persuasive speaking.
7. To realize the power of words.
8. To know how to organize a speech.
9. To learn how to deliver an effective speech.
10. To learn effective group discussion techniques.

Communication 140 Policies and Procedures

1. **ATTENDANCE: Attendance will play a role in your final grade. Any absence from class must be excused prior to that absence. Three or more unexcused absences will automatically have an effect on your grade. Excessive unexcused absences will result in failure.**
2. **You will be allowed to make up a speech, test or assignment with prior approval. No makeup speeches or tests will be allowed if the student hasn't received prior approval.**
3. **All assignments must be turned in type (word-processed) written. No handwritten assignments will be allowed.**
4. **If you miss a class you are responsible for all the work missed. You may either contact a classmate or contact the instructor prior to the next class period.**
5. **Any assignments turned in after the deadline will result in the reduction of one grade.**
6. **Perfect attendance will play a part in raising your grade if you are on the borderline of the next higher grade.**
7. **Failure to show up for your scheduled speech will result in a "no score" for that speech. All scheduled speech switches between classmates must be approved.**
8. **Class start promptly at 8:00 a.m. Please be on time. Tardiness will be recorded.**

CLASS SCHEDULE

Week 1	Course Overview/Personal Introductions
Week 2	Communication Process (Chapter 1)
	Perception of Self/Others (Chapter 2)
Week 3	Presenting the Speech (Chapter 15)
	Quiz (Chapter 1, 2,15)
Week 4	FIRST SPEECH PRESENTATIONS
Week 5	Informative Speaking (Chapter 16)
	Selecting Your Topic (Chapter 11)
	Gathering Information (Chapter 12 & 13)
	Organizing the Speech (Chapter 14)
Week 6	Verbal Communication (Chapter 3)
	Quiz (Chapter 16, 3)
Week 7	Nonverbal Communication (Chapter 4)
	outline of Informative Speech Due
Week 8	INFORMATIVE SPEECHES
Week 9	Mid-Term Exam
Week 10	Persuasive Speaking (Chapter 17)
Week 11	Participating in Work Groups (Chapter 9)
	Leadership in Groups (Chapter 10)
	Quiz (Chapter 17, 9, 10)
Week 12	Communicating Ideas (Chapter 5 & 8)
	Outline for Persuasive Speech Due
Week 13	Listening/Response Skills (Chapter 6 & 7)
	Quiz (Chapter 5, 8, 6, 7)
Week 14	PERSUASIVE SPEECHES
Week 15	IMPROMPTU SPEECHES

CLASS SCHEDULE IS SUBJECT TO CHANGE
FINAL EXAM DATE TO BE ANNOUNCED

GRADE COMPUTATION

SPEECHES (55%)

- Informal Speech is worth 10%
- Informative Speech is worth 15%
- Persuasive Speech is worth 20%
- Impromptu Speech is worth 10%

OUTLINES (10%)

- Informative Speech Outline is worth 5%
- Persuasive Speech Outline is worth 5%

EXAMS (35%)

- Mid-Term Exam is worth 20%
- Final Exam is worth 15%

QUIZZES, CLASS PARTICIPATION AND ATTENDANCE WILL BE USED TO SUPPLEMENT YOUR GRADE IF YOU ARE ON THE BORDERLINE.

POINT SYSTEM

A+	= 12
A	=11
A-	=10
B+	= 9
B	=8
B-	
C+	= 6
C	=5
C-	= 4
D+	= 3
D	=2
D	=1