

CHAMINADE UNIVERSITY OF HONOLULU
FALL, 1998
COM 14002-- Henry 203
Tuesday/Thursday 8:00-9:20
[E-mail:judex@Chaminade.com](mailto:judex@Chaminade.com)

Dr. Jude Yablonsky
Office: Henry 206A
Phone: 735-4826

SYLLABUS

COURSE DESCRIPTION

Personal and Public Speech is a course that will introduce you to major forms of oral communication. You will participate in various activities to learn effective speaking skills for two-persons, small group, and public situations.

OBJECTIVES

1. To help you to overcome the fear of public speaking.
2. To explore the differences that perception, and the self concept make to personal growth.
3. To see communication as a process.
4. To realize the powerful impact of words.
5. To develop skills in organizing thought and message development.
6. To develop effective public speaking skills.
7. To learn how to use persuasion over force.
8. To develop effective listening skills.
9. To discover the importance of nonverbal communication in human interaction.
10. To learn effective group discussion techniques.

TEXT

COMMUNICATE by Rudolph F. Verderber, 8th Edition

COM 140
Fall, 1998
Page 2

CLASS SCHEDULE

1st Week	Course Overview Introductions Communication Process (Chapter 1)
2nd Week	Perception of Self/Others (Chapter 2) Presenting the Speech (Chapter 15)
3rd Week	Informal Speeches
4th Week	Informative Speaking (Chapter 16) Selecting Your Topic (Chapter 11)
5th Week	Gathering Information/Adapting to Audience (Chapter 12&13) Organizing the Speech (Chapter 14)
6th Week	Verbal and Nonverbal Communication (Chapters 3 & 4) (Informative Outline Due)
7th Week	Informative Speeches
8th Week	Informative Speeches, cont'd MID-TERM EXAM
9th Week	Persuasive Speaking (Chapter 17)
10th Week	Participating in Work Groups (Chapter 9) Leadership in Groups (Chapter 10) (Persuasive Outline Due)
11th Week	Communicating Ideas (Chapter 5)
12th Week	Listening/Response Skills (Chapters 6&7)
13th Week	Persuasive Speeches
14th Week	Persuasive Speeches
15th Week	IMPROMPTU SPEECHES Communication in Relationships (Chapter 8)

FINAL EXAMINATION: SATURDAY, DECEMBER 12TH--TIME TBA
CLASS SCHEDULE IS SUBJECT TO CHANGE

FINAL GRADE COMPUTATION

NAME	TOTAL	GRADE
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SPEECHES	55%	PERCENT	GRADE	NUMBER	POINTS
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INFORMAL		20			
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INFORMATIVE		15			
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PERSUASIVE		20			
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OUTLINES	10%				
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INFORMATIVE		05			
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PERSUASIVE		05			
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EXAMS	35%				
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MID-TERM		20			
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FINAL		15			
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BONUS -- (ATTENDANCE & PARTICIPATION/ASSIGNMENTS
 UP TO 5PTS. POSSIBLE)

A+	=	12	B+	9	C+	=	6	D+	=	3
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A	=	11	B	8	C	=	5	D	=	2
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A-	=	10	B-	7	C-	=	4	D-	=	1
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COM 140 POLICIES

1. You may have unexcused absences without penalty (2 for the T/R classes, and 3 for the M/W/F classes.) Obviously, excessive absences will result in course failure. [An added bonus: if you have a perfect attendance record and an A or B average in the course, you will be exempt from the final.
2. If you miss a test because of circumstances beyond your control, you may make it up only with verification of said circumstances. In such cases, you are expected to notify me before the class period.
3. If you know in advance that 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.
4. If you are not present in class, please remember that you are still responsible for the material covered.
5. All assignments, including outlines of speeches must be typed and are due during the class period. Handing in a late assignment will result in a drop of one letter grade.
6. Promptness at all class sessions is expected.

PLEASE DO NOT WEAR HATS IN THE CLASSROOM