

CHAMINADE UNIVERSITY OF HONOLULU
INSTRUCTOR: Fely A. Serra
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OBJECTIVES

1. Develop an understanding of self and others.
2. Develop an awareness of non-verbal **communication**.
3. Develop interpersonal relationship skills.
4. Develop skills in listening.
5. Develop an understanding and skill for language usage.
6. Understand the process of communication theory.
7. Develop confidence in different speaking situations.
8. Gain organization and message development skills.
9. Develop thinking (reasoning) skills.
10. Develop skills in persuasion.

DESCRIPTION

Introduction to major elements in speech. Activities for students to acquire competence in two-person, small group, and public situations. Examination and application of basic principles of message development.

TEXTBOOK - **COMMUNICATE!** Author: Rudolph F. Verderber, 9th Ed.

CLASS GUIDELINES

- A. EXAMS: Two exams will be administered **20%**
- B. ATTENDANCE, CLASS PARTICIPATION, AND IMPROVEMENT 30%
 1. Attendance is important. It is **mandatory** for **speeches** and **exams**.
 - 2.
- C. SPEECHES 5096
 1. Two or three short talks (3 - 5 minutes)
 2. One **Informative** Speech (5 - 7 **minutes**)
 3. One Persuasive Speech (7 - 10 minutes)
 - (a) with or without visual aids
 - (b) Outline due on day of delivery - 3 sources of **information** - bibliography
 4. Participation in an interview or reporting orally on part of a chapter.
 5. Participation in group discussions.
- D. INDIVIDUAL AND GROUP ACTIVITIES
 1. Oral
 2. Written

TENTATIVE SCHEDULE

Kaneohe - Saturday, Oct. 10 - December 12, 1998

Oct. 10 Introduction
 Discuss syllabus
 Basic Skills in Speaking
 A. Stance, Eye Contact, Gestures
 B. Speech Faults
 1. Addition
 2. Omission
 3. Substitution
 C. Go over list of words with sound errors--
 phonetics
 Assignment: List w/ sound errors
 Assignment: 1. Objectives-Goals for class - 1 or 2
 sentences
 2. Perception of Self Paper
 Assignment: 2 paragraphs about job/
 responsibilities
 Activity: Bio Poem/Who's Who

Oct. 17 Due: 1 or 2 paragraphs about job/responsibilities
 Due: Perception of Self Paper/Objectives
 Due: Speech Faults--errors in sounds
 Disc: Chap. 1 - Communication Perspective
 2 - Perception of Self & Others
 12 - Topic and Goal
 13 - Research
 Activity: "Keep in Touch" and "The Giving Tree"
 Talk #1 - Pet Peeves
 Assignment: Due next week
 5 Informative and 5 Persuasive topics
 (Need - volunteer to type list)

Oct. 24 Activity: Pass out topics
 Disc: Chap. 3 - Verbal Communication
 4 - Nonverbal Communication
 5 - Self-Disclosure & Feedback
 15 - Adapting to Audience Verbally &
 Visually
 Talk #2 - Experiential Speeches
 Assignment: Perception of chapters, 1-7
 1 or 2 paragraphs each

Oct. 31 Due: Perceptions for chapters 1-9
Lecture: Speeches for different occasions - plus
 Eulogy - due next week
Disc: Chap. 6 - Listening
 7 - Conversations
 14 - Organizing
Assign: 3 Intros & 3 conclusions
Disc: **Chap.16** - Presenting Your Speech

Nov. 7 Due: 3 Intros & 3 *Conclusions*
Due - Typed Eulogy
Listen to speeches for different occasions
Disc: Chap. 8 - **Communicating** in Relationships
 Chap. 9 - Job Interviewing
 Chap. 17- **Informative** Speaking
 Chap. 18 - Persuasive Speaking
Review for Mid Term
Assign: Students for job interviews- 3 or 4 pairs

Nov. 14 Read 2- 3 eulogies
Disc: Chap. 10 - Participating in **Small** Groups
 Chap. 11 - Leadership in Groups
MID-TERM - Chapters 1-9
Be prepared for current events discussion- **Nov.28**

Nov. 21 Listen to **Informative Speeches**

Nov. 28 1. Ask for 2-3 volunteers for Persuasive Speeches
 2. Activity: Listen to Interviews - 3 or 4 pairs
 3. Listen to group discussions
 A. **"Who** Robbed the Bank?"
 B. Current Events
 4. Review for Written and Oral Exams
 5. Assist students who need help for their
 Persuasive speeches

Dec. 5 Listen to Volunteer Speakers
Written Finals (Chapters 10-18)

Dec. 12 Listen to Persuasive Speeches

- E. ACADEMIC REGULATIONS:
Writing standards (1998-99 Catalog vol. 43, p.41)
- F. COMMUNICATION 140 POLICIES (See attached)
- G. GRADES
 - A = 90-100
 - B = 80-89
 - C 60-79
 - D = 50-59
 - F = 49 & below

Grades

Letter grades are given in all courses except those taken on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports, and the final examination. They are interpreted as follows.

- A Outstanding scholarship and an unusual degree of intellectual initiative.
- B Superior work done in a consistent and intellectual manner.
- C Average grade indicating a competent grasp of subject matter.
- D Inferior work of the lowest passing grade, not satisfactory for **fulfillment** of prerequisite course work
- F Failed **to grasp** even the minimum subject matter; no credit given.
- FA Failure due to absence.
- P Satisfactory completion of course.
- W Withdrawal before published deadline.
- I Did not complete a small portion of the work or final examination due to circumstances beyond the student's control.
- IP In Progress; primarily used for thesis completion.

AU Audit.

CR/NC Credit/no credit.

The issuance of an "I" grade is not automatic. Prior to reporting of grades a contract must be made between the student and the instructor for the completion of the course. Sufficient time should be allowed to permit completion of the work, evaluation, and reporting of the final grade within 90 days after the end of the semester or term. This limit may not be extended. If a new grade for the course is not submitted by the instructor prior to the deadline, the alternate grade indicated in the contract will be recorded.

Credit/no credit

The credit/no credit option enables students to elect courses of interest without grade penalty. This option applies to all elective and some required courses. General education and most major requirements may not be fulfilled by courses taken credit/no credit. In cases, such as required practicums and thesis courses that are usually graded **credit/no** credit, a student may request to be graded. This option is allowed if the student requests the graded option prior to taking the class and the teacher responsible for the **grade agrees** to the student proposal.

One course per semester may be elected on this basis for a **maximum** of eight courses. This election **is** in addition to courses where only that option **is** available. Since credit will be given for the lowest passing grade of D, most institutions will not accept these credits on **transfer**.

The deadline for applying for the credit/no credit option is listed in the University Calendar. Instructors are not notified when a student has exercised this option.