

Chaminade University OF HONOLULU

Melba Kop
Spring 1998

COMMUNICATION 140: PERSONAL AND PUBLIC SPEECH

DESCRIPTION

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

TEXTBOOK

Communicate! Rudolph F. Verderber, 1996, Eighth Edition

OBJECTIVES

1. Understand the communication process
2. Recognize how self concept develops and affects communication
3. Know how to organize and deliver an informative speech
4. Realize the power of words
5. Recognize the importance of nonverbal communication
6. Know how to influence **through** persuasive appeals
7. Learn how to be a good **discussion** leader and participant
8. Learn how to listen and respond more effectively
9. Learn the complexities of interpersonal relationships

COMMUNICATION 140 **POLICIES AND PROCEDURES**

1. You may have 3 unexcused absences. Each additional absence, whether excused or unexcused, is automatic -10 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, picking up someone at the airport, and 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.
5. 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. If you fail to give your **persuasive** speech and to take the final examination, you will not pass the course.
8. Class starts at either 1:00 or 2:00, and it is expected that you be on time.

Office hours: **Monday-Wednesday-Friday:** 11:15 to 12:45; 3:00 by appointment

Tuesday-Thursday: By appointment

Call 735-4844 before walking up the hill, or see me after class about a **conference** date and time **that** is convenient for you.

CLASS SCHEDULE

- Week 1: Course Overview
"Unique" Speeches
- Week 2: Communication Perspective (Chapter 1)
Perception of Self and Others (Chapter 2)
Presenting Your Speech (Chapter 15)
- Week 3: "Animal, Veggie, Fruit" Speech (Emphasis: DELIVERY)
- Week 4: Verbal Communication (Chapter 3)
Test I
Informative **Speaking** (Chapter 16)
Topic, Audience/Occasion, Speech Goal (Chapter 11)
- Week 5: **Finding, Using**, Recording Information (Chapter 12)
Adapting to Audiences (Chapter 13)
Organizing Speech Material (Chapter 14)
- Week 6: Informative Outline Due
Nonverbal Communication (Chapter 4)
- Week 7: Informative Speeches (Emphases: ORGANIZATION & DELIVERY)
- Week 8: Informative Speeches con'd
Test II
- Week 9: Persuasive Speaking (Chapter 17)
- Week 10: Persuasive Speaking con'd
Participating in Work Groups (Chapter 9)
- Week 11: Leadership in Groups (Chapter 10)
Persuasive **Outline** Due
- Week 12: Impromptu Speeches
- Week 13: Persuasive Speeches (Emphases: CONTENT, ORGAN, DELIVERY)
- Week 14: Persuasive Speeches
Communication of Ideas and Feelings (Chapter 5)
Listening Skills (Chapter 6)
- Week 15: Response Skills (Chapter 7)
Communication **in Relationships** (Chapter 8)

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

FINAL GRADE COMPUTATION

NAME TOTAL GRADE_____

Grade Number Percent Product

SPEECHES (55%)

"Animal, Veggie, Fruit" 10__

Informative __15__

Impromptu __10__

Persuasive __20__

OUTLINES (1096)

Informative __5__

Persuasive

EXAMS (3596)

Test 1 (1, 2,15, 3) ...1 **O**

Test 2 (16,11,12, 13, 14, 4) __10__

Test 3 (17, 9,10, 5, 6, 7, 8) __15__

A+ = 13 B+=10 C+= 7 D+= 4

A = 12 B = 9 C = 6 D = 3

A-= 11 B-- 8 C- = 5 D-= 2

F = 1