

CHAMINADE UNIVERSITY OF HONOLULU

INSTRUCTOR: Fely A. Serra

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COM 140 PERSONAL AND PUBLIC SPEECH

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, 8th 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. UNEXCUSED absence(s) **will** definitely affect your grade.
- C. SPEECHES **50%**
 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

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.
- FR 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.

TENTATIVE SCHEDULE

On Campus - T/R - September 1 - December 15, 1998

Sept. 1 **Introduction**
Discuss syllabus
Basic Skills in Speaking
 A. Stance, Eye Contact, Gestures
 B. Speech Faults
 1. Addition
 2. Omission
 3. **Substitution**

Sept. 3 Continue above
 A. Go over list of words with **sound** errors - phonetics (sample)
Assignment: List w/ **sound** errors - due on Sept. 8
Assignment: **Perception of Self** Paper/Objectives-Goals for class
Assignment: 2 paragraphs about job/responsibilities
Activity: Bio Poem /Who's Who

Sept. 8 Due: 1 or 2 paragraphs about job/responsibilities
Due: Perception of Self Paper/Objectives
Due: Speech Faults - Sound errors
Disc: Chap. 1 - Communication Perspective
 2 - Perception of Self & Others

Sept. 10 Disc. Chap. 11 - Selecting a Topic, Analyzing Audience-Occasion &
 Refining Speech Goal
Activity: "Keep In Touch" and "The **Giving** Tree"

Sept. 15 Talk #1 - Pet Peeves
Assignment: Due next class
 5 Informative and **5 Persuasive Topics**
(Nod - volunteer to type list)

Sept. 17 Activity: Collect topics
Disc: Chap. 3 - Verbal Communication
 Chap. 4 - Nonverbal Communication

Sept. 22 Activity: Pass out topics
Disc: Chap. 5 - Communication of Ideas & Feelings
 Chap 15 - Presenting Your Speech

Sept. 24 Talk #2 - Experiential Speeches
Assignment: Perception of chapters 1 - 7
 1 or 2 paragraphs each

Sept. 29 Due: Perception of each chapter, 1 - 7
Lecture: Speeches for different occasions - plus
Eulogy - due Oct. 8

Oct. 1 Disc: Chap. 6 - Listening Skills
7 - Response Skills

Oct. 6 Disc: Chap. 14 - Organizing Speech Material
16 - Informative Speaking

Oct. 8 Due - Typed Eulogy
Listen to speeches for different occasions

Oct. 13 & 15 Activity: Write 3 intros and 3 concl. Refer to Chapter 14 and typed examples

Oct. 20 & 22 Disc: Chap. 17 - **Persuasive** Speaking

Oct. 27 Assign: Individual reports for chapters 8, 9, 10 (Nov. 17)
Students for job interviews - 3 or 4 pairs (Nov. 19)
Review for exam

Oct. 29 MID-TERM (Chapters 1 - 7)

Nov. 3 Disc: Chap. 12 - Finding, Using and Recording Information

Nov. 5 Disc: Chap. 13 - Adapting to Audience

Nov. 17 & 19 Activity: Listen to Interviews
Listen to Reports - 8, 9, 10

Nov. 24 Listen to group discussion
A. "Who Robbed the Bank?"
Review for Written and Oral Exams
Assist students who need help for their persuasive speeches - help w/ outline

Dec. 1 " ..

Dec. 3 Listen to Persuasive Speeches

Dec. 8 Listen to Persuasive Speeches

Dec. 10 Listen to **Persuasive** Speeches

Dec. 15 Written Final Exam -Chapters 11 - 17
Time: 12:45 - 2:45 p.m.