

Chaminade University of Honolulu  
Communication 140  
Personal and Public Speech

Course Syllabus  
April 11 - June 13, 1998  
Saturday 12:30 p.m. - 4:30 p.m.  
Yano Hall, Schofield Army Barracks

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#### COURSE DESCRIPTION

This 10 week course is an introduction to personal and public speech. The course should give you a basic understanding of communication theory and practice. It will cover the following aspects of personal communication: interpersonal, nonverbal and group discussion. The public aspect of the course will cover: informative speaking that include subjects from students' personal knowledge, persuasive speaking and language skills.

#### METHOD OF INSTRUCTION

This course will rely on a hands-on, applied method of instruction. Students are expected to present weekly speeches and evaluate their classmates. Short lectures will supplement and reinforce the concepts and tools in the textbook.

#### ASSIGNMENTS AND GRADING

1. Seven class presentations accompanied by maximum one page double spaced **paper** = 70 **points**

Presentations and papers are due on the topics indicated below under Schedule of Class Meetings and Assignments. Each presentation and paper is worth a total 10 points. Late papers and presentations can only earn up to 9 points. The presentations are based on the text readings and your personal opinions. Put your opinions in your own words. There are no right or wrong answers--you can have any opinion, but it must be explained and supported clearly. Use real experiences or analogies to explain the reason for your opinion. Be as physically descriptive as you can. Grading will be on the development of your speech including your rationale for your opinion and your communication skills. Your explanation for your particular opinion will be the relevant factor in grading and not your particular position. The form of the speech e.g., proper language and form of presentation, will also influence grading. Students must also evaluate each others presentations each week.

2. Class participation-20 points

Points will be given by the instructors for your participation in weekly class activities and discussions.

### **3. Final Oral Presentation-10 points**

**For the final you will be required to prepare a final presentation to the class on a topic of interest to you. You may use overheads or any other media for your presentation. You are encouraged to include class participation. An outline is required for each student and instructor in the class. You may also distribute any other handouts at your discretion. Your final presentation should be at least 10 minutes long.**

**The possible points total 100. A = 100 to 90, B = 80-89 and so on. In other words, you must excel at most things, but not everything, to earn an A.**

#### **REQUIRED COURSE MATERIALS**

**Text: Lori Carrell & Rudolph Verderber, Communicate!, Eighth Edition, available at the campus bookstore.  
Handouts as distributed at various classes.**

#### **SCHEDULE OF CLASS MEETINGS AND ASSIGNMENTS**

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|-----------------|---|
| <b>April 11</b> | <b>Introductions and organizing meeting. Review course syllabus. Explain first assignment due next week.*<br/>Chapters 1 &amp; 2: Communication theory &amp; Establishing a Communication Foundation. Class does Rotter's internal vs. external locus of control self-assessment.</b>   |
| <b>April 18</b> | <b>Chapters 3 &amp; 4 of text: Verbal and Nonverbal Communication. Leading vs. direct questions to learn information--Module A! page 449. Chapters 5 &amp; 6! Interpersonal Communication--Communicating Ideals &amp; Feelings &amp; Listening Skills. Class will complete assertiveness inventory &amp; "I" statements.</b><br><br><b>* First paper &amp; presentation due: If you could achieve anything in public speaking, what would that be? Why would you want this? How do you feel about public speaking compared to what you think about public speaking?</b> |
| <b>April 25</b> | <b>Second paper &amp; presentation due: Interview an individual concerning a hardship that they overcame. How did overcoming the hardship affect their life? Tell their story to the class.</b>   |
| <b>May 2</b>    | <b>Chapters 7 &amp; 8: Interpersonal Communication--Response Skills &amp; Communication in Relationships. Conflict resolution--mediation &amp; family group conferencing.</b><br><br><b>Third paper &amp; presentation due: Describe and discuss a recent conflict you were involved in and how communication affected the outcome of the conflict--what could have gone better and why? What was learned from the conflict?</b>  |

May 9	<p><b>Chapters 9 &amp; 10 Group Communication--Participating in Work Groups and Leadership in Groups. Students will practice group problem solving including brainstorming &amp; clustering.</b></p> <p><b>Fourth presentation &amp; paper due:</b> Select a person you believe is a great leader. Write a biography of the person and discuss their strengths and weaknesses.</p>
May 16	<p><b>Chapters 11 and 12 Public Speaking--Selecting a Topic, Analyzing Audience &amp; Occasion &amp; Refining the Speech Goal &amp; Find, Using &amp; Recording Information. Class will do extemporaneous speeches in teams on topics randomly selected--research materials will be provided to the class.</b></p> <p><b>Fifth presentation &amp; paper due:</b> Find an editorial or letter to the editor in the newspaper. Write a reply letter to the editor based on your research of the topic-- and discuss material that either supports or contradicts the statements in the article.</p>
May 23	<p><b>Chapters 13 &amp; 14 Public Speaking--Adapting to Audiences &amp; Organizing Speech Material. Impromptu speeches will be delivered in class on randomly selected topics. Speech form: introduction, body and conclusion will be emphasized.</b></p>
May 30	<p><b>Chapter 15 Presenting your Speech. Class will do visualization exercise and learn about desensitization for nervousness.</b></p> <p><b>Sixth presentation &amp; paper due:</b> Watch someone give a speech and critique it for the class and in your paper.</p>
June 6	<p><b>Chapter 16 Informative Speaking. Principles of Informative speaking--creativity, credibility, stimulation, relevance, emphasis of information and visual aids. Class will do creativity exercise.</b></p> <p><b>Seventh presentation and paper due:</b> Inform class of something applying the above principles including a visual aid.</p>
June 13	<p><b>Final Presentations--prepare and present a persuasive speech. Students evaluate each other.</b></p>