

CHAMINADE UNIVERSITY OF HONOLULU
SPRING, 1998
COM 140 -- H 203
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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 Verderber, 8th Edition

CLASS SCHEDULE

1st Week	Course Overview/Introductions
2nd Week	Communication Process (Chapter 1) Perception of Self/Others (Chapter 2)
3rd Week	Presenting the Speech (Chapter 15)
4th Week	FIRST SPEECH PRESENTATION
5th Week	Informative Speaking (Chapter 16) Selecting Your Topic (Chapter 11) Gathering Information (Chapters 12 & 13) Organizing the Speech (Chapter 14)
6th Week	Verbal Communication (Chapter 3)
7th Week	(INFORMATIVE OUTLINE DUE) Nonverbal Communication (Chapter 4)
8th Week	INFORMATIVE SPEECHES
9th Week	MID-TERM EXAM
10th Week	Persuasive Speaking (Chapter 17)
11th Week	Participating in Work Groups (Chapter 9) Leadership in Groups (Chapter 10)
12th Week	Communicating Ideas (Chapters 5 & 8) (PERSUASIVE OUTLINE DUE)
13th Week	Listening/Response Skills (Chapters 6 & 7)
14th Week	PERSUASIVE SPEECHES
15th Week	IMPROMPTU SPEECHES

CLASS SCHEDULE IS SUBJECT TO **CHANGE**

FINAL EXAMINATION: SATURDAY MAY 2ND - TIME TBA

FINAL GRADE COMPUTATION

NAME	TOTAL		GRADE		
<u>SPEECHES</u>	55%	<u>PERCENT</u>	<u>GRADE</u>	<u>NUMBER</u>	<u>POINTS</u>
INFORMAL		20			
INFORMATIVE		15			
PERSUASIVE		20			
<u>OUTLINES</u>	10%				
INFORMATIVE		05			
PERSUASIVE		05			
<u>EXAMS</u>	35%				
MID-TERM		20			
FINAL		15			

(ATTENDANCE & **PARTICIPATION/ASSIGNMENTS** UP TO 5 PTS. POSSIBLE)

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

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COM 140 POLICIES

1. **ATTENDANCE:** You may have unexcused absences without penalty (2 for the T/R classes) Obviously, excessive absences will result in course failure.

Learning about a subject is like putting together a puzzle. If you are absent, you miss part of the puzzle, which, in this case, cannot be retrieved, and the picture changes. Therefore, the following is offered as an "incentive."

(A 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. Check phone number at top of the syllabus.

3. You will be choosing a day and time for giving a speech, so make your choices carefully. If, however, you find that some emergency comes up and 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. Failure to show up for the speech will result in an F grade.

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, tardiness will not be tolerated, and may interfere with the "bonus."

PLEASE: NO HATS IN CLASS, BUT DEFINITELY SHOES/SLIPPERS....

THANK YOU!