

Communications 140 / Personal & Public Speech
Spring Evening 1998
Pearl Harbor 16:45 - 20:55

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Text: Communicate! (Verderber, 8th ed.)

Personal & Public Speech is an introductory class in the realm of verbal and nonverbal communication. Over the course of the semester, you will be introduced to concepts and skills relating to: intrapersonal, interpersonal, and nonverbal communication; group discussion; informative speaking; persuasive speaking; and the power and uses of language.

By the completion of this class, you should have a clear understanding of

- the process of communication
- ways in which to increase your **effectiveness** as a communicator
- productive methods of handling conflict
- strategies for the preparation and presentation of public addresses.

Grading:

Attendance/Participation	20 points
Midterm Exam:	20 points
Final Exam:	20 points
Persuasive Speech:	20 points
Informative Speech:	20 points
TOTAL	100 points

90-100	A
80-89.5	B
70-79.5	C
60-69.5	D
below 60	F

Since 20% of your grade is derived from attendance and participation, the importance your enthusiasm should be self-evident. With only 10 weeks to cover our allotted material, each of us must make a concerted effort to keep abreast of assigned readings and exercises.

APRIL 8

In Class:
Getting acquainted & such.

APRIL 15

Work Due:
Read CH 1&2
In Class:
Lectures & exercises.

APRIL 22

Work Due:
Self-Logo
Ads & biographies
Read CH 3&4
In Class:
Lectures & exercises

APRIL 29

Work Due:
Rulebreaking exercise
Read CH 5&6
In Class:
Lectures & exercises

MAY 6

Work Due:
Listening interview.
Read CH 7&8
In Class:
Lectures & exercises
Midterm review

MAY 13

Work Due:
Read CH 11&12
In Class:
Midterm exam
Lectures & exercises

MAY 20

Work Due:
Library sources exercise
Read CH 13,14&15
In Class:
Lectures & exercises

MAY 27

Work Due:
Read CH 16&17
In Class:
Lectures & exercises

JUNE 3

Work Due:
Informative speeches
Editorial exercise
In Class:
Feedback & exercises.
Final review

JUNE 10

Work Due:
Persuasive speeches
In Class:
Feedback
Final exam