

com 14060 - SSE 98  
CHAMINADE UNIVERSITY OF HONOLULU  
INSTRUCTOR: Fely A. Serra  
Phone: 833-0164

## 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.
- FA 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

Pearl Harbor - **Wednesday**, July 8 - Sept. 9, 1998

July 8                    Introduction  
                         Discuss syllabus  
                         Basic Skills in Speaking  
                             A. Stance, Eye Contact, Gestures  
                             B. Speech Faults  
                                 1. Addition  
                                 2. Omission  
                                 3. Substitution  
                             C. Go over list of words with sound errors--  
                                 phonetics  
                         Assignment: List w/ sound errors  
                         Assignment: **Perception of Self** Paper/Objectives-  
                                 Goals for class  
                         Assignment: 2 paragraphs about job/  
                                 responsibilities  
                         Activity: **Bio Poem/Who's Who**

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**July 15**                Due: 1 or 2 paragraphs about job/responsibilities  
                         Due: Perception of Self Paper/Objectives  
                         Due: Speech Faults--errors in sounds  
                         Disc: Chap. 1 - Communication Perspective  
                                 2 - Perception of Self & Others  
                                 11 - Selecting a Topic, Analyzing  
                                 Audience-Occasion & Refining Speech  
                                 Goal  
  
                         Activity: "Keep in Touch" and "The Giving Tree"  
                         Talk #1 - Pet Peeves  
                         **Assignment:** Due next week  
                                 5 Informative and 5 Persuasive topics  
                                 (Need - volunteer to type list)

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**July 22**                Activity: Pass out topics  
                         Disc: Chap. 3 - Verbal **Communication**  
                                 4 - Nonverbal Communication  
                                 5 - Communication of Ideas & Feelings  
                                 15 - Presenting Your Speech  
                         Talk #2 - Experiential Speeches  
                         Assignment: Perception of chapters, 1-7  
                                 1 or 2 paragraphs each

July 29                   Due:   Perception of each chapter, 1-7  
Lecture: Speeches for different occasions - plus  
                  Eulogy - due next **week**  
Disc: Chap.  6 - **Listening** Skills  
                  7 - Response Skills  
                 14 - Organizing Speech Material  
                 16 - Informative Speaking

Aug.  5                   Due - Typed Eulogy  
Listen to speeches for different occasions  
Activity:  Write 3 intros and 3 concl. Refer to  
                  Chapter 14  
Disc:  Chap. 17- Persuasive Speaking  
Review for Mid Term  
Assign:  **1.Individual** reports for chapters 8, 9,10  
                  2. Students for job interviews-3 or 4 pairs  
                  (Listen on August 26)

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Aug.  12                  Read 2- 3 eulogies  
MID-TERM - (Chapters 1-7)  
Chap. 12   - Finding, using and recording  
                  information (Students to study at home)  
Chap. 13   - Adapting to Audience (Students to study  
                  at home)

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Aug.  19                  Listen to Informative Speeches

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Aug.  26                  1. Ask for 2-3 volunteers for Persuasive Speeches  
                  2. Activity: Listen to Interviews  
                                Listen to Reports - 8, 9, 10  
                  3. Listen to group discussions  
                      A.  "Who Robbed the Bank?"  
                  4. Review for Written and Oral Exams  
                  5. Assist students who need help for their  
                      Persuasive speeches

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Sept.  2                  Listen to Volunteer Speakers  
Written Finals (Chapters 11-17)

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Sept.  9                  Listen to Persuasive Speeches