



FD99
Png

Chaminade University

OF HONOLULU

Melba Kop
Fall 1999

COMMUNICATION 140: PERSONAL AND PUBLIC SPEECH

DESCRIPTION

An introduction to major forms of oral communication. Activities presented for students to learn effective speaking skills for two-person, small group, and public situations. Examination and application of basic principles of message development.

TEXTBOOK

Communicate! **Rudolph F. Verderber, 1999, Ninth Edition**

OBJECTIVES

1. **See communication as an ongoing process.**
2. **Recognize how perception and the self concept develop and impact communication.**
3. **Help overcome the fear of public speaking.**
4. **Know how to deliver effective speeches.**
5. **Know how to construct an organized, well-documented speech.**
6. **Realize the powerful effect of words.**
7. **Be aware of how and what people communicate nonverbally.**
8. **Learn how to use persuasion over force.**
9. **Learn how to be a good discussion leader and participant.**
10. **Learn to be a culturally sensitive communicator.**

FINAL GRADE COMPUTATION

NAME _____

TOTAL _____ GRADE _____

TOTAL-Grade-Grade

Number

Percent

Product

SPEECHES (55%)

"Animal, Veggie, Fruit"

____10____

Informative

____15____

Persuasive

____20____

Impromptu

____10____

PARTICIPATION & RESPONSIBILITY (10%)

Reading assigned chapters,
Contributing to discussion,
Completing outlines on time,
Being ready for speeches

____10____

EXAMS (35%)

Exam 1 (1, 2, 14, 15, 16)

____10____

Exam 2 (3, 4, 5, 6, 18)

____10____

Exam 3 (7, 8, 9, 10, 11)
(Comprehensive)

____15____

A+ = 13

B+ = 10

C+ = 7

D+ = 4

A = 12

B = 9

C = 6

D = 3

A- = 11

B - = 8

C- = 5

D- = 2

F = 1

CLASS SCHEDULE

- Week 1: Course Overview
"Unique" Speeches
Communication Process (Chapter 1)
- Week 2: Perception of Self and Others (Chapter 2)
Presenting Your Speech (Chapter 16)
- Week 3: "Animal, Veggie, Fruit" Speech (Emphasis: DELIVERY)
- Week 4: Topic and Purpose
Organization (Chapter 14)
Supporting Material (pp. 304-309)
Adapting to Audiences Verbally and Visually (Chapter 15)
- Week 5: Test 1
Verbal Communication (Chapter 3)
Informative Outline Due
- Week 6: Nonverbal Communication (Chapter 4)
Conferences
- Week 7: Informative Speeches (Emphases: ORGANIZATION & DELIVERY)
- Week 8: Informative Speeches
Persuasive Sneaking (Chapter 18)
- Week 9: Research (Chapter 13 is optional)
Self-Disclosure and Feedback (Chapter 5)
Listening (Chapter 6)
- Week 10: Test 2
Conversation (Chapter 7)
Communicating in Relationships (Chapter 8)
- Week 11: Persuasive Outline Due
Conferences
- Week 12: Participating in Small Groups (Chapter 10)
Leadership in Groups (Chapter 11)
- Week 13: Persuasive Speeches (Emphases: CONTENT, ORGAN, DELIVERY)
- Week 14: Persuasive Speeches con'd
Job Interviewing (Chapter 9)
- Week 15: Impromptu Speeches

*Class schedule is subject to change -- give or take a week.

COMMUNICATION 140 INFORMATION

1. You may have 3 unexcused absences. Each additional absence, whether excused or unexcused, is an automatic -10 points from the total point system. Obviously, excessive absences will result in course failure. (I will let you know when you are bordering on "excessive".)
2. You may make up a ~~test~~ or a speech with verification that circumstances were beyond your control. In such a case, please notify me BEFORE class, if possible. (Nursing a common cold, picking up someone at the airport, or not being ready for an assignment are not considered legitimate excuses.)
3. If you know in advance that you cannot attend class on the day of your speech, make arrangements with a class member for the switch of days and let me know of the change.
4. If you are one of the "lucky" ones to give your speech on the first scheduled day, you are still expected to do well; however, I will consider the anxiety of "first rounders." Obviously, subsequent speakers are expected to learn from the evaluations of previous ones.
5. If you are **not** present in class, you are **still responsible** for the material covered.
6. Speech outlines should be TYPED.
7. If you fail to give your persuasive speech and to take the final examination, you will not pass the course.
8. Be on time for class. Latecomers are a major distraction.

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Writing Standards for Tests

--use correct grammar, spelling, punctuation, and sentence structure.

--develop ideas and main points clearly and concisely.

--write for your reader.