

FD99

Com 140 - 3

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Fall 1999

Chaminade University of Honolulu  
Communication 140: Personal and Public Speech (3 cr.)  
Course Syllabus

TEXTBOOK: Vanderber, Randolph F. (1998). Communicate! (9th ed.)  
Wadsworth Publishing Company

COURSE DESCRIPTION

Speech 140 is an introduction to major forms of oral communication. Activities for students to learn effective speaking skills for two-persons, small groups, and public situations. Students will investigate about and apply basic principles of message development during in-class activities, discussions, and public speaking presentations.

COURSE OBJECTIVES

1. To provide students with an opportunity to experience and practice speech communication skills, including skills in meeting and conversing with others, skills in group discussion, and skills in speech preparation and delivery.
2. To simulate within students an understanding of the process of speech communication, including knowledge of major concepts, principles, and results of relevant research.
3. To stimulate within students an awareness of the emotional impact of speech communication on the individual, including increased self-confidence when speaking.

GRADING SYSTEM GUIDE

Each graded assignment earns points. Your final grade will be a letter grade based on the accumulated points.

Because participation is a significant part of the class and a basis for determining a portion of your final grade, it is important that you understand how you can participate successfully in the class. Listed below are the criteria/guide to be used in evaluating your participation.

95% - 100% of 550 or 625	A	Major Areas to Consider
85% - 94% of 550 or 625	B	
75% - 84% of 550 or 625	C	
65% - 74% of 550 or 625	D	
		1. Speeches
		2. Exams
		3. Research/Participation/Attendance

### **A Student participates effectively when she/he:**

- 1. Shares with others. It is important to share ideas, thoughts, questions, comments, and concerns. Talking the most, however, is not necessarily "sharing" effectively.**
- 2. Actively encourages others to become involved in the discussion, either by asking questions or expressing appreciation for their ideas, feedback, or contributions,**
- 3. Respects the rights of others to express their opinions and beliefs even when those unique insights may be in opposition of her/his own views. Such openness does NOT mean that you have to agree with me or others in the class; rather it means simply that you have to be willing to listen to differing opinions.**
- 4. Actively contributes to the success of small group discussions and in-class projects, exercises, and activities by participating willingly and supporting others in the group.**
- 5. Shows increasing ability to synthesize material from the course and incorporate it in in-class discussions and activities.**
- 6. Reads assigned material before coming to class so that s/he can raise questions, discuss issues and demonstrate knowledge and understanding of the concepts either through discussion and in-class exercises or through written assignments.**
- 7. Attends class regularly, not only so that s/he can benefit from the contributions of others but also so others can benefit from his/her contributions.**

**If you have questions about any of the above criteria, please feel free to discuss them with me.**

### **Instructional Procedures for the Course**

- 1. Regular class attendance is strongly emphasized. Students will be held responsible for all activities and material covered in class. Because of the participatory nature of the class, students are expected to be present to benefit from in-class discussions and exercises. Students can expect to be penalized for excessive absences. Military assignments/Deployment will be considered.**
- 2. No hidden agenda will be revealed either in class or on tests, and guessing games are not required to perform satisfactorily in the course. Students will be given explicit statements of requirements for all major assignments.**
- 3. Late assignment will be penalized. Acceptance by instructor's approval.**

Chaminade University Of Honolulu  
COMMUNICATION 140  
Personal and Public Speech

Session	Date	Activity	Reading/Assignment
1	08/31/99	Course Syllabus and Overview Meet Class Members "Communication Perspective"	Chapter 1
2	09/02/99	Continue Communication Perspective "Perception of Self and Others" Brain Study	Chapter 2
3	09/07/99	Personal Experience Speech Presentation	
4	09/09/99	"Verbal Communication"	Chapter 3
5	09/14/99	"Nonverbal Communication"	Chapter 4
6	09/16/99	"Participating in Small Groups" Establish Groups	Chapter 10
7	09/21/99	"Leadership in Groups"	Chapter 11
8	09/23/99	"Listening Skills" Group Interaction	Chapter 6
9	09/28/99	Group Presentation/Problem Solving	
10	09/30/99	Group Presentation/Problem Solving	
11	10/05/99	Developing Your Manuscript Speech	
12	10/07/99	"Informative Speech" Discussion	Chapter 17
13	10/12/99	Mid Term Exam	Chapter 1, 2, 3, 4, 6,10,11
14	10/14/99	Topic and Goal	Chapter 12

Session	Date	Activity	Reading/Assignment
15	10/19/99	"Research"	Chapter 13
		"Organization"	Chapter 14
16	10/21/99	"Adapting to Audiences Verbally and Nonverbally"	Chapter 15
		"Presenting Your Speech"	Chapter 16
17	10/26/99	Informative Speech Presentation	
18	10/28/99	Informative Speech Presentation	
19	11/02/99	Informative Speech Presentation	
20	11/04/99	"Persuasive Speech" Discussion	Chapter 18
21	11/09/99	"Self-Disclosure and Feedback"	Chapter 5
22	11/16/99	"Conversations"	Chapter 7
23	11/18/99	"Communication in Relationships"	Chapter 8
		Manuscript Speech Due	
24	11/23/99	Persuasive Speech Presentation	
25	11/30/99	Persuasive Speech Presentation	
26	12/02/99	Persuasive Speech Presentation	
27	12/07/99	Job Interviewing	Chapter 9
28	12/09/99	Final Exam	Chapters 5, 7, 8, 9, 12, 13, 14, 15, 16, 17, 18

Holiday/No Class:

November 11, 1999	Veterans Day
November 25, 1999	Thanksgiving Day

\*Schedule subject to change as the need arises.