

Chaminade University of Honolulu

Fall 1999

October 4 - December 16, 1999

Barbers Point Campus

COURSE: Communication 140 ^o Personal and Public Speech

CREDITS: 3 Credits

LOCATION: Barbers Point - BLDG. 55

TIME: Saturdays, 0800 - 1210

INSTRUCTOR: Steven Jones

COMMUNICATIONS: Telephone: 739-0167(evenings), 839-9885 ext. 13(daytime)
Email., sheathj@aol.com

OFFICE HOURS: By Appointment

TEXTBOOK: Verderber, Rudolph F. 1999, *Communicate!*, Wadsworth Publishing. (9th edition)

INTRODUCTION AND DESCRIPTION:

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

CLASS OBJECTIVES:

- To help students overcome their fear of public speaking;
- To make students more aware of communication as a process;
- To help students realize the powerful impact of their words;
- To acquaint students with how people communicate nonverbally;
- To encourage students to be more effective listeners;
- To introduce students to effective group discussion techniques; and,
- To help students learn effective public speaking skills.

CLASS FORMAT:

This course is not designed primarily as a lecture course, but rather as an interactive learning experience in which all students are expected to actively participate. Chapters of the textbook will be assigned in advance for homework. It is very important that all students read the assigned chapters prior to class and come well prepared to discuss the material as an informed and knowledgeable participant. This course uses a variety of

approaches including lecture, general class discussion, small group work and student presentations.

REQUIREMENTS:

1. regular and prompt class attendance;
2. thoughtful and active participation in class discussions and activities;
3. completion of required readings and assignments prior to each class meeting;
4. completion of three quizzes and one final exam;
5. completion of two speech outlines - informative and persuasive;
6. presentation of two speeches - informative and persuasive; and,
7. submission of a personal journal containing completed assignments.

GRADING:

The grading will be based on:

1. quiz #1	5%
2. quiz #2	5%
3. quiz #3	5%
4. attendance/participation	10%
5. personal journal	10%
6. informative speech outline	10%
7. persuasive speech outline	10%
8. informative speech	15%
9. persuasive speech	15%
10. final exam	15%

A=90-100, B = 80-89, C = 70-79, D = 60-69, F = 0-59, I = Incomplete

CLASS POLICIES:

1. You may have one absence without a grade penalty. For each absence beyond the first, your final grade will be lowered one letter grade.
2. Being present for class means that you arrived on time and stayed until class is over.
3. If you are not present in class, please remember that you are still responsible for the material covered.
4. Assignments must be completed on the specified due date. Work that is turned in late will be penalized one letter grade per week.

You may make up a quiz, speech or exam with verification that circumstances were beyond your control.

6. Speech outlines should be typed.

SCHEDULE
Communication 140 - Personal and Public Speech
Fall 1999

October 9	Course Orientation and Discussion of Requirements Introductions
October 16	Communication Perspective Perception of Self and Others Reading Assignment: Chapters 1 & 2
October 23	Verbal Communication in Relationships and Public Speaking Nonverbal Communication in Relationships and Public Speaking Reading Assignment: Chapters 3 & 4
October 30	Topic and Goal Research Informative Speaking Reading Assignment: Chapters 12, 13 & 17 Quiz #1 (Chapters 1, 2, 3 & 4)
November 6	Organizing Your Speech Adapting to Audiences Reading Assignment: Chapters 14 & 15 TOPICS FOR INFORMATIVE SPEECH DUE
November 13	Presenting Your Speech Persuasive Speaking Reading Assignment: Chapters 16 & 18 OUTLINES FOR INFORMATIVE SPEECH DUE Quiz #2 (Chapters 12, 13, 14,15 & 17)
November 20	Self-disclosure and Feedback Listening Job Interviewing Job Interview Simulations Informative Speech Preparation Workshop Reading Assignment: Chapters 5, 6 & 9
November 27	Informative Speeches Quiz #3 (Chapters 5, 6, 9, 16 & 18) TOPICS FOR PERSUASIVE SPEECH DUE

December 4	Conversations Communicating in Relationships Group Communication Leadership in Groups Persuasive Speech Preparation Workshop Reading Assignment: Chapters 7, 8, 10 & 11 OUTLINES FOR PERSUASIVE SPEECH DUE
December 11	Persuasive Speeches Final Exam PERSONAL JOURNALS DUE

Please Note: The class schedule is subject to change at the instructor's discretion.