

Chaminade University of Honolulu

Fall 1999

Course	Communication 140 Personal and Public Speech
Time	Monday ~ Thursday 11:45 12:45 p.m.
Instructor	Joanne (Ji Hyun) Lee
Telephone	384-1004
E Mail	tvpd@hotmail.com
Office Hour	By appointment

Text

Communicate! Rudolph F. Verderber, 1999, Ninth Edition

Objectives

By completing the requirements of this course successfully, you should be able to:

- Understand communication as on-going process
- Help overcome the fear of public speaking
- Know how to deliver effective speeches
- Know how to **construct** an **organized**, well-documented speech
- Be aware of how and what people communicate nonverbally
- Learn how to use persuasion over force
- Learn** how to be a good discussion leader and participant
- Learn to be a culturally sensitive communicator

Attendance

You may have two unexcused absences. Each additional absence, whether excused or unexcused, is automatic -2 points from the total system.

If you are not present in class, you are still responsible for the material covered. Late assignments will be penalized.

If you know in advance that you will not be attending class on the day of your speech, make arrangements with a class member for the switch of days and notify me the change.

Participation

This is a participation-intensive class. A commitment to consistent participation is very important for you to have a positive experience in this course.

Exam

There will be two exams. Both **exams** will cover materials from textbook, reading handouts and class discussion materials.

Speeches

There will be four speeches in this course. You need to prepare the speech with well-organized outline and appropriate topic. Outlines must be **turned** in before actual presentation.

Grading

Speeches (55%)

Analogy	10
Informative	15
Impromptu	10
Persuasive	20

Exam(35%)

Midterm	15
Final	20

Participation

Other assignments (10%)	10
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Total Possible points	100
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Final Grade: 90-100%=A; 80-89%=B; **70-70%=C**; 60-69%=D; 0-59%=F

Course Schedule

Week	Activity	Reading
1	Introduction/ Course overview, Analogy Communication Perspective Analogy (Thursday, 10/7)	Chapter 1
2	No class (10/11) Verbal and Nonverbal Communication	Chapter 3,4
3	Informative Speaking Topic and Goal Informative speech outline due (10/21)	Chapter 17 Chapter 12
	Presenting Your Speech Informative Speech (10/ 27,10/28)	Chapter 16
5	Conversations Communicating in Relationships	Chapter 7 Chapter 8
6	Impromptu Speech (11/8) Participating in Small Groups No Class (11/11)	Chapter 10
7	Leadership in Groups Midterm (11/18)	Chapter 11
8	Persuasive Speaking No Class (11/25)	Chapter 18
9	Research Adapting to Audience Persuasive speech outline due (11/30)	Chapter 13 Chapter 15
10	Persuasive Speech (12/8,12/9) Perception for Self and Others	Chapter 2
11	Stereotypes Final (12/15)	