



CHAMINADE UNIVERSITY OF HONOLULU

Melba Kop
Spring 1999

COMMUNICATION 140: PERSONAL AND PUBLIC SPEECH

DESCRIPTION

Introduction to major forms of oral communication. Activities 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. Understand the communication process**
- 2. Recognize how self concept develops and affects communication**
- 3. Know how to organize and deliver an informative speech**
- 4. Realize the power of words**
- 5. Be aware of how and what you communicate nonverbally**
- 6. Know how to influence through persuasive appeals**
- 7. Learn how to be a good discussion leader and participant**
- 8. Learn how to listen and respond more effectively**
- 9. Learn the complexities of interpersonal relationships**

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 MUST BE TYPED and are due on the date specified. Late outlines may be evaluated, if you wish, but will NOT be graded.
7. If you fail to give your persuasive speech and to take the final examination, you will not pass the course.
8. Class starts at either 1:00 or 2:00, and it is expected that you be on time.

Office: Henry Hall, 206-A
Office hours: Monday-Wednesday-Friday: 11:00 to 12:45; 3:00 by appointment
Tuesday-Thursday: By appointment

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SPEECHES

Animal, Veggie, Fruit	10%
Informative	15%
Persuasive	20%
Impromptu	10%

OUTLINES

Informative	05%
Persuasive	10%

EXAMS

Midterm	15%
Final	15%

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: D Y)
Verbal Communication (Chapter 3)
- Week 4: Informative Speaking (Chapter 17)
Topic and Goal (Chapter 12)
Organization (Chapter 14)
Research (pp. 304-309)
- Week 5: Adapting to Audiences Verbally and Visually (Chapter 15)
Nonverbal Communication (Chapter 4)
Informative Outline Due
- Week 6: Conferences
Nonverbal Communication con'd (Chapter 4)
- Week 7:** Informative Speeches (Emphases: ORGANIZATION & DELIVERY)
- Week 8: Informative Speeches con'd
Midterm Examination
- Week 9: Persuasive Speaking (Chapter 18)
Research (Chapter 13)
Self-Disclosure and Feedback (Chapter 5)
- Week 10: Listening (Chapter 6)
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
Impromptu Speeches
- Week 15: Job Interviewing (Chapter 9)

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