

CHAMINADE UNIVERSITY
SPRING 1999
CAROLYN KURIYAMA

SYLLABUS FOR COMMUNICATION 140

COURSE DESCRIPTION: In this course, students will **translate** basic communication theory into practical methods for **developing effective communication** skills. Major communication variables and their impact on the human communication process **will** be studied. Principles of message development and delivery will also be examined with opportunities for **students to present** speeches before an audience. Students will work on **enhancing their interpersonal skills** through **role-playing in dyads** and group discussions.

OBJECTIVES:

- 1) Promote human growth through quality communication
- 2) Understand the process of communication
- 3) Develop the ability to stir up **intended** meanings in others
- 4) Better **understand** the "self" as a **communicator**
- 5) Appreciate the role of **nonverbal** cues in a communication setting
- 6) Effectively **organize informative and persuasive speeches**
- 7) Develop effective public speaking delivery skills
- 8) Use appropriate listening and response **behaviors**
- 9) Develop interviewing techniques
- 10) Become a more effective group **participant** and leader

TEXTBOOK: Communicate! By **Rudolph F. Verderber (9th Edition)**

OFFICE HOURS: Wednesday 12:30-1:00

COMMUNICATION 140 POLICIES

1. Attendance and promptness at all class sessions is expected.
2. If you are unable to attend class, you are still responsible for all information presented during that session.
3. Assignments must be completed on the specified due date. Work that is one day late will be assessed a 50% point reduction. Late outlines may be evaluated, if you wish, but will NOT be graded.
4. 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, doing an errand, meeting with a professor or advisor, or not being ready for an assignment are not considered legitimate excuses.)
5. Any assignment or exercise based on in-class activity with other class members cannot be made up if you are not present for the activity.
6. Assignments will be graded based on timeliness, completeness, and content quality.

COMMUNICATION 140

COURSE SCHEDULE

DATE	TOPIC	READINGS
Week 1 Jan 11-15	Course Introduction Introduction Speeches	
Week 2 Jan 20-22	The Communication Process Verbal Communication	Chapters 1, 3
Week 3 Jan 25-29	Public Speaking	Chapters 12, 13, 14
Week 4 Feb 1-5	The Informative Speech	Chapter 17
Week 5 Feb 8-12	Public Speaking Delivery Skills	Chapters 15, 16
Week 6 Feb 17-19	Informative Speech Presentations	
Week 7 Feb 22-26	Informative Speech Presentations Mid-Term Examination	
Week 8 Mar 1-5	Interpersonal Communication	Chapters 2, 4
Week 9 Mar 8-12	Interpersonal Communication	Chapters 5, 6
Week 10 Mar 15-19	Interpersonal Communication	Chapters 7, 8
Mar 22-26	SPRING BREAK	
Week 11 Mar 29-31	Persuasive Speaking	Chapter 18
Week 12 Apr 5-9	Interviewing Techniques	Chapter 9
Week 13 Apr 12-16	Group Discussion	Chapters 10, 11
Week 14 Apr 19-23	Group Discussion Exercises	
Week 15 Apr 26-30	Persuasive Speech Presentations	
Week 16 May 3-5	Persuasive Speech Presentations Course Wrap-up	

COMMUNICATION 140 ASSIGNMENTS

REQUIRED ACTIVITIES	DUE DATE	%. OF GRADE
Oral Presentation		
Introduction and Impromptu Speeches	January 15	5%
Informative Speech	February 17, 19, 22, 24	15%
Persuasive Speech	April 26, 28, 30 and May 3	15%
Written Assignments		
Informative Outline	February 5	10%
Interviewing Assignment	April 12	5%
Persuasive Outline	April 16	10%
Group Discussion Evaluation	April 23	5%
Examinations		
Mid-Term	February 26	15%
Final	TBA	15%
Supplementary Exercises		
Speech critiques, evaluations, etc.		5%
Topic Selections		
Informative Speech	January 29	
Persuasive Speech	March 31	