

CHAMINADE UNIVERSITY OF HONOLULU
SPRING, 1999
COM 140 -- H 203
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SYLLABUS

COURSE DESCRIPTION

Personal and Public Speech is a course that will introduce you to major forms of oral **communication**. You will participate in various activities to learn effective speaking skills for two persons, small group, and public situations.

OBJECTIVES

1. To help you to overcome the fear of public speaking.
2. To explore the differences that perception, and the self concept make to personal growth.
3. To see communication as a process.
4. To realize the powerful impact of words.
5. To develop **skills** in organizing thought and message development.
6. To develop effective public speaking **skills**.
7. To learn how to use persuasion over force.
8. To develop effective listening **skills**.
9. To discover the importance of nonverbal communication in human *interaction*.
10. To learn effective group discussion techniques.

TEXT

COMMUNICATE by Rudolph Verderber, 9th Edition

CLASS SCHEDULE--SUBJECT TO CHANGE

1st Week	Course Overview/Introductions Communication Process (Chapter 1)
2nd Week	Perception of Self/Others (Chapter 2) Verbal Communication (Chapter 3)
3rd Week	Presenting the Speech (Chapter 16) Adapting to Audiences (Chapter 15)
4th Week	SPEECH PRESENTATION/CONFERENCES
5th Week	Informative Speaking (Chapter 17) Selecting Your Topic (Chapter 12) Research (Chapters 13) Organizing the Speech (Chapter 14)
6th Week	Nonverbal Communication (Chapter 4 (INFORMATIVE OUTLINES DUE)
7th Week	INFORMATIVE SPEECHES
8th Week	MID-TERM EXAM Persuasive Speaking (Chapter 18)
9th Week	Self-Disclosure and Feedback (Chapter 5) Listening (Chapter 6)
10 Week	Conversations (Chapter 7) Communication in Relationships (Chapter 8)
11th Week	(PERSUASIVE OUTLINES DUE) Conferences
12th Week	Participating in work Groups (Chapter 10) Leadership in Groups (Chapter 11)
13th Week	PERSUASIVE SPEECHES
14th Week	PERSUASIVE SPEECHES cont'd IMPROMPTU SPEECHES
15th Week	Job Interviewing (Chapter 9)

COM 140 INFORMATION

1. ATTENDANCE: You may have 2 absences without penalty. Absences beyond the 2 will result in points deducted from the final grade. Obviously, excessive absences will result in course failure.

Learning about a subject is like putting together a puzzle. If you are absent, you miss part of the puzzle, which, in this case, *cannot* be retrieved, and the picture changes. Therefore, the following is offered as an "incentive."

(A BONUS: If you have a perfect attendance record, and an A or B average in the course, you will be exempt from the final.) Attendance will be taken at the beginning of class. If you are not present, it will be counted as an absence.)

2. If you miss a test because of circumstances beyond your control, you may make it up only with verification of said circumstances. In such cases, you are expected to notify me before the class period. Check phone number at top of the syllabus.

3. You will be choosing a day and time for giving a speech, so make your choices carefully. If, however, you find that some emergency comes up and you cannot attend class on the day of your speech, it is your responsibility to make arrangements with a class member for the switch of days and to inform me of such changes. Failure to show up for the speech will result in an F grade.

4. If you are not present in class, please remember that you are still responsible for the material covered.

5. All assignments, including outlines of speeches MUST BE TYPED and are due during the class period of the date specified. Handing in a late assignment will result in a drop of one letter grade.

6. Promptness at all class sessions is expected.

FINAL GRADE COMPUTATION

SPEECHES

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

OUTLINES

Informative	05%
Persuasive	10%

Exams

Midterm	15%
Final	15%

(ATTENDANCE & PARTICIPATION/ASSIGNMENTS UP TO 5 PTS. POSSIBLE)