

**Personal and Public Speech
Communication 1403
Evening Spring 1999
Syllabus**

Instructor: Teresa Takaki
Phone: 259-8521 [E-mail: cecilia@pixi.com](mailto:cecilia@pixi.com)
Time Saturdays: 8:00-12:10

Text: Verderber, Rudolph F. *Communicate!* 9th ed. Wadsworth Publishing:1999.

Description of Course: Communication 140 is a survey course in communication. It would introduce basic communication concepts, theories, and skills in two areas: the personal and public communication. In personal communication, the course will survey the areas of intrapersonal, interpersonal, nonverbal, and group communication. Here, the students will be given an opportunity in class activities to apply and/or experience the concepts in the readings and lectures. The second half of the course would be devoted to the development of public speaking. The students will learn the basics of speech development in two types of speeches: informative and persuasive speaking.

Attendance: Regular attendance is assumed. Each student is responsible for the information from the lectures, handouts, activities, etc... as well as announcements given in class. Lectures, videos, and activities are all "fair game" in the midterm and final exams. Attendance is strongly advised. (note: an absence of two weeks will result in the notification to the University). If you anticipate missing a class, please inform me as soon as possible.

Participation: Students' active participation in discussion and class activities is an integral part of this course. The students will gain further through these experiences. Since it is an important part of this course, it will be graded based on 1) the degree of involvement and 2) the conceptual foundation.

Grading: There will be four(4) journal written assignments (10%) total, activity/discussion participation (5%), mini speeches (10%), Informative speech (15%), Persuasive speech (20%), and two exams (20%) each. All papers must be double-spaced and typed. All late papers will be deducted 10% each class day they are late. Exam make-ups are not encouraged. A suitable excuse (e.g., a doctor's written note) will be needed. There will be no extra credit assignments given.

A=100- 90 B = 89-80 C=79-70 D= 69-60 F= 59 and below

Exams: The two exams are equally weighed. Both may include the following types of evaluation: multiple choice, true/false, matching, short answers, and/or an essay.

Journals: Writing a journal is a good way to incorporate the course materials you are studying and relating it to your life. It can bring about reflection, awareness, and application. The journals will be held in all confidence and would not be shared with others. Journals will be graded on 1) clarity, 2) introspection, 3) conceptual foundation, and 4) completeness. They are to be doubled-spaced and typed. Any late papers will be deducted 10% each class day they are late.

Major Speeches: There will be two major speech assignments required for this course: informative and persuasive. Each require research in the community and/or library. Procrastination is ill advised. The speech grades would include the speech preparation outline and the presentation for each speech. The standards by which the grading will be based on will be given to the students with the speech assignments.

Minor Speeches: There are five mini speech activities which are worth 10% to the total grade.

Problems: If you have any problems, difficulties or questions regarding the course, the assignments, etc., please see me, give me a call or e-mail me as soon as possible.

Course Schedule

Class 1: **April 10**

Readings: Chapters 1 and 2

Introduction

Getting acquainted

Lec: Communication Model, Principles, and Functions

Activity 1

Lec: Perception and the Perception of Self and Others

Activity 2

Class 2: April 17

Readings: Chapters 3 and 4 due

Lec: Language

Activity 3

Lec: Nonverbal Communication

Activity 4

Speech: Lets talk about...

Journal assignment 1 due

Class 3: April 24

Readings: Chapters 12, 13, and 17 due

Lec: Topic Selection and Audience Analysis

Activity 5

Lec: Information Gathering

Activity 6

Lec: Informative Speaking

Speech: Impromptu

Journal assignment 2 due

Informative **Speech** topic due **10/27** by phone or e-mail

Class 4: May 1

Readings: Chapter 14 and 15 due

Lec: Organization

Lec: Adapting To Audiences

Activity 7

Lec: Visual Aids

Speech: Pet peeves

Optional Informative Speech Draft Outline due

Exam I

Class 5: **May 8**

Readings: 16 and 18 due

Lec: Delivery

Activity 8

Speech: Poem

Lec: Persuasive Speaking

Informative Speech Outline due

Class 6: May 15

Informative Speeches

Lec: Reasoning

Activity 9

Class 7: May 22

Readings: Chapters 5 and 6 due

Lec: Self-disclosure and **Feedback**

Activity 10

Lec: Listening

Activity 11

Persuasive Speech Topic Due

Class 8: May 29

Reading: Chapter 7 and 8 ~~ue~~

Lec: Conversations

Activity 12

Lec: Umunicating in Relationships

Activity 13

Speech: Advertisement

Journal assignment 3 due

Persuasive Speech Outline Due

Class 9: June 5

Readings: Chapters 10 and 11 due

Lec: Group Communication and Leadership

Activity 14

Journal assignment 4 due

Exam 11

Class 10 June 12

Persuasive Speeches

NOTE: Students are responsible for adapting to any announcements in class concerning changes in due dates, examinations, and schedules.