

Course Schedule

May 17 M Course overview; introduction

18 T **Ch. 1:** Communication Process

19 W **Chs. 12 & 13:** Topic; Research

20 R **SELF SPEECHES**

21 F Ch. 15: Adapting to Audiences

24 M Ch. 14: **Organization**

25 T **Ch. 16: Presenting Your Speech**

26 W **DEMONSTRATION SPEECHES**

27 R **DEMONSTRATION SPEECHES**

28 F **Ch. 17:** Informative Speaking

31 M *Memorial Day Holiday*

June 1 T **Ch. 17:** Informative **Speaking—continued**

2 W **Ch. 18:** Persuasive Speaking

3 R **INFORMATIVE SPEECHES**

4 F **INFORMATIVE SPEECHES**

7 M **Re-view** for Midterm Exam

8 T Midterm Exam

9 W Ch_ 2: Perception of Self and Others

10 R **IMPROMPTU SPEECHES**

11 F *Kamehameha Day Holiday*

14 M Ch- 3: Verbal Communication

15 T Ch_ 4: Nonverbal Communication

16 W Chs. 5, 6 & 7: Disclosure; Listening; Conversation

17 R **PERSUASIVE SPEECHES**

18 F **PERSUASIVE SPEECHES**

21 M **Ch. 8:** Communicating in Relationships

22 T **Chs. 9, 10 & 11:** Interviewing; Groups; Leadership

23 W **Make-up** Speeches

24 R Review for Final Exam

25 F **Final** Exam



Chaminade University
NONOLU

COM 140

Personal & Public Speech

Summer Session 1999

Instructor Information

Dennis R. Bautista, M.A., is the instructor for COM 140. He can be reached at Faculty Services (735-4739).

Course Description

As written in the *Summer Session Bulletin*, this course provides an introduction to major forms of oral communication. Activities for students to learn communication in two-person, small group and public situations. Examination and application of basic principles of message development are included.

Required Textbook

Verderber, R. R (Latest Edition). *Communicate!* Belmont, CA: Wadsworth, Publishing Company.

Course Objectives

- O To develop effective skills in delivering speeches
- O To learn how to create and organize personal and public speeches
- O To gain a basic understanding of the basic principles of the communication process
- O To know the differences between mass, interpersonal, intrapersonal and group communication
- O To recognize the elements of the importance of nonverbal communication
- O To acquire strategies in adapting to different audiences
- O To understand how to evaluate and critique personal and public speeches

Attendance

Chaminade University general policies require students to be present for all class meetings of which they are registered. Therefore, unless otherwise notified, students are expected to be present at all scheduled classes. In addition, students must present verification of their absence to the instructor. Students who are absent are responsible for making up missed speech presentations, assignments, quizzes and exams. Excessive absences will result in course failure. Conversely, perfect attendance will be advantageous in helping to determine borderline grades.

Additional Class Policies

- O **Punctuality** to class is expected of students.
- O All outlines, manuscripts and handouts must be typed.
- O Assigned chapters must be read ahead of class discussions.
- O Handwritten assignments must be written legibly.
- O All assignments must be turned in by their due dates. One letter grade per day will be deducted from all late assignments.
- O The instructor must be notified for any rescheduling of make-up or missed speeches and examinations.
- O Extra credit points may be given to students when appropriate.
- O Additional information to changes in this syllabus will be provided by the instructor in writing.

Calculating Final Grades*

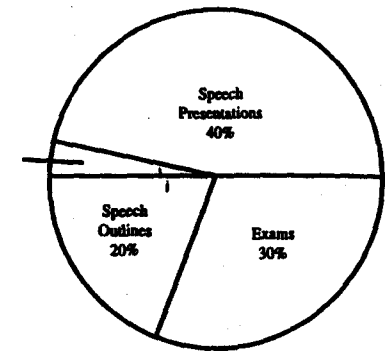
Speech Presentations (6)—40%

Speech Outlines (4)—20%

Exams (2)—30%

Daily Quizzes—10%

Absences, tardiness and extra credit points also can affect final grades



ASSIGNMENT	POINT VALUE	POINTS EARNED
Self Speech		
Demonstration Speech		
Presentation		
Handout	5	
Informative Speech		
Presentation	10	
Outline	5	
Midterm Exam	15	
Impromptu Speech	5	
Persuasive Speech		
Presentation	10	
Outline	5	
Final Exam	15	
Daily Quizzes	10	
Unexcused absences		
-2 points daily		
Extra Credit		
Total Points		

Grading Scale: 81-90 A; 72-80 B; 63-71 C; 54-62 D; less than 53 F