

Personal & Public Speech is an introductory class in the realm of verbal and nonverbal communication. Over the course of the semester, you will be introduced to concepts and **skills** relating to: interpersonal, interpersonal, and nonverbal communication; group discussion; informative speaking; persuasive speaking; and the power and uses of language.

By the completion of **this** class, you should have a clear understanding of.

- the process of communication
- ways in which to increase your **effectiveness** as a **communicator**
- productive methods of handling conflict
- strategies for the preparation and presentation of public addresses

Grading:

Attendance/Participation	20 points
Journal	30 points
Midterm Exam	50 points
Analytic paper	20 points
Demonstration Speech	20 points
Persuasive Speech	20 points
Informative Speech	20 points
TOTAL	180 points

162+	A
144	B
126	C
108	D

Since a **healthy** percentage of your grade is derived from attendance and participation, the importance of your enthusiasm should be self-evident. With only 10 weeks to cover our allotted material, each of us must make a concerted effort to keep abreast of assigned readings and exercises.

You will need to buy either a small spiral notebook or small binder for your **journal**. Your journal is an ongoing record of your experiences with the exercises in the text. I will collect them the at the 8^o class meeting, and return them on our last day.

You will also need to purchase 1 blank VHS tape and bring it to every speech you present. You can earn extra credit by submitting a self-evaluation of your performance at the following class period. Further extra credit can be earned by completing an additional **speech** or an additional analytic paper.

Any scheduling conflicts you experience should be brought to my attention as soon as possible.

Tentative schedule

Week 1 - 7/6

In Class:

Getting acquainted & such.

Week 2 - 7/13

Work Due:

Self-Logo

Ads & biographies

Read CH 1, 2, 3

In Class:

Lectures & exercises

Journal:

p.12 Test Your *Competence*

p.48 Test Your *Competence*

p.62 Test *Your Competence*

Week 3 - 7/20

Work Due:

Read CH 4, 5, 6

Rulebreaking exercise

In Class:

Lectures & exercises

Journal:

p. 90 Observe & *Analyze*

p.125 Test Your Competence

p.142 Test Your Competence

Week 4 - 7/27

Work Due:

Read CH 7, 8, 10

In Class:

Lectures & exercises

Midterm review (CH 1-10)

Journal:

p.168 *Understand Yourself*

p.197 *Think Critically*

p.239 Test Your Competence

Week 5 - 8/3

In Class:

Midterm exam

Group Film Analysis

Week 6 - 8/10

Work Due:

Read CH 11, 12, 14

Also pp.303-313

In Class:

Lectures & exercises

Journal:

p.261 *Think Critically*

p.287,318,331 *Practice*

Week 7 - 8/17

Work Due:

Read CH 15, 16, 17

In Class:

Lectures & exercises

Journal:

p.377 Test Your Competence

p. 395 Observe & Analyze

Week 8 - 8/24

Work Due:

Journal due

Demonstration Speech

Read CH 18

In Class:

Speeches, lecture, feedback

Week 9 - 8/31

Work Due:

Informative Speech

In Class:

Speeches, lecture, feedback

Week 10 - 9/7

Work Due:

Persuasive Speech

Analytic paper

In Class:

Speeches, feedback