

CHAMINADE UNIVERSITY OF HONOLULU
INSTRUCTOR: Fely A. Serra
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COM 142 V
SSE 93
fms

COM 140 PERSONAL AND PUBLIC SPEECH

OBJECTIVES

1. Develop an understanding of self and others.
2. Develop an awareness of non-verbal **communication**.
3. Develop interpersonal relationship skills.
4. Develop skills in listening.
5. Develop an understanding and skill for language usage.
6. Understand the process of **communication** theory.
7. Develop confidence in different speaking situations.
8. Gain organization and message development skills.
9. Develop thinking (reasoning) skills.
10. Develop skills in persuasion.

DESCRIPTION

Introduction to major elements in speech. Activities for students to acquire competence in two-person, small group, and public situations. Examination and application of basic principles of message development.

TEXTBOOK - COMMUNICATE! Author: Rudolph F. Verderber, 9th Ed.

CLASS GUIDELINES

- A. EXAMS: **Two exams will** be administered **20%**
- B. ATTENDANCE, CLASS PARTICIPATION, AND IMPROVEMENT.....**30%**
1. **Attendance is important.** It is mandatory for speeches and
 2. **UNEXCUSED absence(s)** will definitely affect your grade.
 3. **Assignment(s)** misse due to absence must be turned in during next class session.
- C. SPEECHES — e-.....-so **50%**
1. Two or three short talks (3 - 5 **minutes**)
 2. One **Informative** Speech (5 - 7 minutes)
 3. One Persuasive Speech (7 - 10 minutes)
 - (a) with or without visual aids
 - (b) **Outline due on day of delivery** - 3 sources of information - bibliography
 4. Participation in an interview or reporting orally on part of a chapter.
 5. Participation in group discussions.

D. INDIVIDUAL AND GROUP ACTIVITIES

1. Oral
2. Written

E. ACADEMIC REGULATIONS:

Writing standards (1999-2000 Catalog, vol. 44, p.50)

F. COMMUNICATION 140 POLICIES (See attached)

GRADES

A = 90-100

B = 80-89

C = 60-79

D = 50-59

F = 49 & below

Grades

Letter **grades** are given in all **courses** except those taken on a credit/no credit basis. **Grades** are **calculated** from the student's daily work, class participation, quizzes, tests, term papers, **reports**, and **final** examination. They are interpreted as follows.

- A **Outstanding** scholarship and an unusual **degree** of intellectual initiative.
- B Superior work done in a consistent and intellectual manner.
- C Average grade indicating a competent grasp of subject matter.
- D Inferior work of the lowest passing **grade**, not satisfactory for fulfillment of prerequisite course **work**.
- F failed to grasp even the minimum subject matter; no credit given.
- FA failure **due** to absence.
- I Satisfactory completion of course.
- W Withdrawal before **published deadline**.
- I1 **did not** complete a small portion of the work or final examination due to **circumstances beyond** the **student's** control.
- I1' In Progress; primarily used for thesis completion.
- All **Audit**.
- CR/NC **Credit/no credit**.

The issuance of an "I" **grade** is not automatic. Prior to reporting of grades a contract must be made between the student and the instructor for the completion of the course. Sufficient time should be allowed to permit completion of the work, evaluation, and reporting of the final grade within 90 days after the end of the semester or term. This limit may not be extended. If a new grade for the course is not submitted by the instructor prior to the **deadline**, the alternate grade **indicated** in the contract will be **recorded**.

Credit/no credit

The credit/no credit option enables students to elect courses of interest without grade **penalty**. This option applies to all elective and some required courses. General **education** and most major requirements may not be fulfilled by courses taken **credit/no credit**. In cases, such as required practicums and thesis courses that are usually graded credit/no credit, a **student** may request to **be graded**. This option is **allowed if the student requests** the graded option prior to taking the class and the **teacher** responsible for the grade agrees to the student proposal.

One course per semester may be elected on this basis for a maximum of eight courses. This election is in addition to courses where only that option is available. Since credit will be given for the lowest passing grade of D, most institutions will not accept these **credits** on transfer.

The **deadline** for applying for the credit/no credit option is **listed** in the University **Calendar**. Instructors are not notified when a student has exercised this option.

TENTATIVE SCHEDULE

Kaneohe - Saturday, July 10 - Sept. 11, 1999

July 10 Introduction
 Discuss syllabus
 Basic Skills in Speaking
 A. Stance, Eye Contact, Gestures
 B. Speech Faults
 1. Addition
 2. Omission
 3. Substitution
 C. Go over list of words with **sound** errors--
 phonetics
Assignment: List w/ sound errors
Assignment: 1. Objectives-Goals for class - 1 or 2
 sentences
 2. **Perception of Self** Paper
Assignment: 2 paragraphs about job/
 responsibilities
Activity: Bio Poem/Who's Who

July 17 Due: 1 or 2 paragraphs about job/responsibilities
 Due: Perception of Self Paper/Objectives
 Due: **Speech** Faults--errors in **sounds**
 Disc: Chap. 1 - **Communication Perspective**
 2 - Perception of Self & Others
 12 - Topic and Goal
 13 - Research
 16 - Presenting Your Speech
 Activity: "Keep in Touch" and "The Giving Tree"
 Talk #1 - Pet Peeves
 Assignment: Due next week
 Informative and 5 Persuasive topics
 (Need - volunteer to type list)

July 24 **Activity:** Pass out topics
 Disc: Chap. 3 - Verbal *Communication*
 4 - Nonverbal **Communication**
 5 - Self-Disclosure & Feedback-keep a
 record of when you & someone else
 self-disclosed to each other
 15 - Adapting to Audience Verbally &
 Visually
 Talk #2 - Experiential Speeches
Assignment: Perception of chapters 1-9:
 1 or 2 paragraphs each

July 31 Due: Perceptions for chapters, 1-9
 Lecture: Speeches for different occasions - plus
 Eulogy - due next week
 Disc: Chap. 6 - Listening
 7 - Conversations
 14 - **Organizing** - *Intro/Conc*
 Assign: 3 Intros & 3 conclusions

Aug. 7 Due: 3 Intros & 3 Conclusions
 Due - Typed Eulogy
 Listen to speeches for different occasions
 Disc: Chap. 8 - **Communicating** in Relationships
 Chap. 9 - Job Interviewing
 Chap. 17- **Informative** Speaking
 Chap. 18 - Persuasive Speaking
 Review for Mid Term
 Assign: Students for job interviews- 3 or 4 pairs

Aug. 14 Read 2- 3 eulogies
 Disc: Chap. 10 - Participating in Small Groups
 Chap. 11 - Leadership in Groups
 MID-TERM - Chapters 1-9
 He prepared for current events discussion- May 26

Aug. 21 Listen to Informative **Speeches**

Aug. 28 1. Ask for 2-3 volunteers for Persuasive Speeches
 2. Activity: Listen to Interviews - 3 or 4 pairs
 3. Listen to group discussions
 A. "Who Robbed the **Bank?**"
 H. Current Events
 4. Review for Written and Oral Exams
 5. Assist students who need help for their
 Persuasive speeches

Sept. 4 Listen to **Volunteer** Speakers
 Written Finals (**Chapters** 10-18)

Sept. 11 Listen to Persuasive Speeches