

CHAMINADE UNIVERSITY OF HONOLULU  
INSTRUCTOR: Fely A. Serra  
Phone: 833-0164

Ry  
u

OE 9  
COM 14060

**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%**  
**Attendance is important. It is mandatory for speeches and exams.**
- 2.
3. **Assignment** (s) misse due to absence must be turned in during next class session.
- C. SPEECHES ..... **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 (1998-99 Catalog, vol. 43, p.41)

F. COMMUNICATION 140 POLICIES (See attached)

G. 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 the 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.

P Satisfactory completion of course.

W Withdrawal before published deadline.

I Did not complete a small portion of the work or **final** examination due to circumstances beyond the **student's** control.

IP In Progress; primarily used for thesis completion.

AU 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** **× " 1 to be g** **This option is** & W 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

Pearl Harbor - January 13 - March 17, 1999

Jan. 13            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

-----

Jan. 20            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  
                  Activity: "Keep in Touch" and "The Giving Tree"  
                  Talk #1 - Pet Peeves  
                  Assignment: Due next week  
                                  5 Informative and 5 Persuasive topics  
                                  (Need - **volunteer** to type list)

-----

Jan. 27            Activity: Pass out topics  
                  Disc: Chap. 3 - Verbal **Communication**  
                                  4 - Nonverbal Communication  
                                  5 - Self-Disclosure & Feedback  
                                  15 - Adapting to Audience Verbally &  
                                     Visually  
                  Talk #2 - Experiential Speeches  
                  Assignment: Perception of chapters, 1-7  
                                  1 or 2 paragraphs each

Feb. 3                   Due: Perceptions for chapters, 1-9  
Lecture: Speeches for different occasions - plus  
Eulogy - due next week  
Disc: Chap. 6 - Listening  
              7 - Conversations  
              14 - **Organizing**  
**Assign:** 3 Intros & 3 *conclusions*  
Disc: **Chap.16** - Presenting Your Speech

---

**Feb. 10**               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

Feb. 17               Read 2- 3 eulogies  
Disc: Chap. 10 - Participating in **Small** Groups  
              Chap. 11 - Leadership in Groups  
MID-TERM - Chapters 1-9  
Be prepared for current events discussion- **Nov.28**

---

**Feb. 24**               Listen to Informative Speeches

March 3               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?"**  
                          B. Current Events  
                      4. Review for Written and Oral Exams  
                      5. Assist students who need help for their  
                          Persuasive speeches

---

**March 10**             Listen to Volunteer Speakers  
Written Finals (Chapters 10-18)

---

**March 17**             Listen to Persuasive Speeches