

Com 14010
Personal and Public Speech
Communication 140 Section 2
Evening Fall 1998
Syllabus

WE99



Instructor: Teresa Takaki
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Time: Thursday Evenings: 5:30-9:50 p.m.

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 (15%), 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.

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 topic assignment, the speech 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.

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: January 14

Readings: Chapters 1 and 2
Introduction
Getting acquainted

Lee: Communication Model, Principles, and Functions
Activity 1
~~Lec: Perception~~ and the Perception of Self and Others
Activity 2

Class 2: January 21

Readings: Chapters 3 and 4 due
Lec: Language
Activity 3
Lec: Nonverbal Communication
Activity 4
Journal assignment 1 due

Class 3: January 28

Readings: Chapters 12, 13, and 17 due
Lec: Topic Selection and Audience Analysis
Activity 5
Lec: Information Gathering
Activity 6
Lec: Informative Speaking
Journal assignment 2 due
Informative Speech topic due 2/2 by phone or e-mail

Class 4: February 4

Readings: Chapter 14 and 15 due
Lec: Organization
Lec: Adapting To Audiences
Activity 7
Lec: Visual Aids
Optional Informative Speech Outline Draft due
Exam I

Class 5: February 11

Readings: 16 and 18 due
Lec: Delivery
Activity 8
Impromptu Speeches
Lec: Persuasive Speaking

Class 6: February 18

Informative Speeches
Informative Speech Outline due
Lec: Reasoning
Activity 9

Class 7: February 25

Readings: Chapters 5 and 6 due
Lec: Self-disclosure and Feedback
Activity 10
Lec: Listening
Activity 11
Persuasive Speech Topic Due

Class 8: March 4

Reading: Chapter 7 and 8 due
Lec: Conversations
Activity 12
Lee: Communicating in Relationships
Activity 13
Journal assignment 3 due
Optional Persuasive Speech Outline Draft Due

Class 9: March 11

Readings: Chapters 10 and 11 due
Lee: Group Communication and Leadership
Activity 14
Journal assignment 4 due
Exam II

Class 10 March 18

Persuasive Speeches
Persuasive Speech Outline Due