

COURSE SCHEDULE

| WEEK | TOPIC | READING |
|---------|--|--------------------------------|
| 1 | Course overview Defining Communication | Ch. 1 |
| 2 | Delivering Your Speech | Ch. 16 |
| 3 & 4 | SELF SPEECHES | |
| 5 | Organizing Your Presentation Speaking to Inform | Chs. 12, 13, 14 & 15 Ch. 17 |
| 6 & 7 | INFORMATIVE SPEECHES | |
| 8 | Speaking to Persuade | Ch. 18 |
| 9 | MIDTERM EXAM Social Perception & Communication | Ch. 2 |
| 10 & 11 | PERSUASIVE SPEECHES | |
| 12 | Verbal Communication Nonverbal Communication | Ch. 3 Ch. 4 |
| 13 | IMPROMPTU SPEECHES | |
| 14 | Interpersonal Communication | Chs. 5, 6, 7 & 8 |
| 15 | Group Communication | Chs. 10 & 11 |
| Finals | Final Exam- Date, time & place to be announced in class | |



STAND & DELIVER: *The Power of Communication*



COM 140: Personal & Public Speech
Chaminade University of Honolulu
Instructor: Dennis Bautista

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Pm

Introduction to major forms of oral communication. Activities for students to learn communication in public, interpersonal and small-group situations. Examination & application of basic principles of message development.

Verderber, R. F. (Latest edition). Communicate! Wadsworth.

After taking this course, students will be able to-

1. understand a definition of communication.
2. deliver effective speeches.
3. construct organized, well-documented speeches.
4. apply **theories** of effective persuasion to persuade audiences.
5. recognize how social perception affects communication.
6. explain how word choice impacts the interpretation of messages.
7. understand how & what people communicate nonverbally.
8. identify ways to communicate more effectively in interpersonal situations.
9. know how to be an effective group discussion leader & participant.
10. realize the cross-cultural diversity in communication behaviors.

• You may have a total of three (3) unexcused absences without penalty. However, each additional absence, whether excused or unexcused, is an automatic -25 **points** from the total point system. Obviously, excessive absences will result in course failure.

You may make up a test or speech with verification that circumstances were BEYOND YOUR CONTROL. In such a case, notify me BEFORE class.

If you know in advance that you cannot attend class on the day of your speech, it is your responsibility to make arrangements with a class member for the switch of days and to inform me of such a change.

If you are one of the "lucky" ones to give your speech on the first day, you are still expected to do well; however, I will consider the anxiety experienced by the "first rounders." And, since "everyone learns from other people's mistakes," subsequent speeches are expected to be of higher quality.

If you are not present in class, you are still responsible for the material covered. Speech outlines must be typed & are due on the date specified. Late outlines will NOT be graded.

If you fail ~~to~~ give your persuasive speech & take the final exam, you will not pass the ~~course~~.

Promptness at all class sessions is expected. Points will be deducted for tardies. During class presentations, personal conversation between students disrupts class and **will** not be tolerated; students who disrupt class by talking will be warned **and/or** dismissed.

Ringers from cell phones or pagers should be kept at a soft volume.

How to calculate my final grade for COM 140:

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