

Chaminade University of Honolulu

Fall Accelerated Course 2000

Oct 3 - Dec 15, 2000

Syllabus

Com 140 - Personal & **Public** Speech

Time: Friday Evenings 5:30 - 9:40p.m.

Room: Kaneohe Marine Base

Professor: **Kimberly A. Carter**

Email: kcarter@aloha.com

Home phone: 394-8704

(Feel free to call with your questions any day, *before 8:00 p.m.*)

Office Hours: Before class by pre-arranged appointment

Required Text and Materials:

Verderber, Randolph F. (1999). *Communicate!* 9th ed.
Belmont, California: Wadsworth Publishing.

Plain composition notebook (for note-taking & exercise *Log*)

Index cards (3x5)

Electronic Sources:

- *Reference page for*

Toastmasters International (2000). [Online]. Available:
<http://www.toastmasters.org/>

- *For help with writing assignments*

The Scott, Foresman Research Web (1999). [Online].
Available: <http://longman.awl.com>

Course Description

This course, Personal and Public Speaking, explores major forms of oral communication through active learning. The development of speeches, both in and out of class, work to increase a student's confidence and ability to communicate. We will experiment with a range of activities designed to increase speaking skills one-on-one, and in small groups and public situations.

Part of our class time will be spent developing a clear understanding of the basic principles of message development, the power and functions of language, and the relationships between message content and audience temperament and participation. Much of our time, however, will be spent performing speeches, watching our classmates perform, then evaluating one another against such criteria as speech organization, content, use of visual aides, and sense of professionalism. We will videotape at least one of your speeches for self-preview.

While we will hone our abilities both in giving and listening to speeches analytically, we also will learn to recognize the specific factors that influence a speaker's level of effectiveness. Elements such as surrounding environment, pressing issues, nonverbal behaviors and audience involvement play a large part in a speaker's success. As students, you will learn to recognize how your own use of language, personal style, and verbal and nonverbal cues affects your communication and other's perception of you and your message. We also will strive to understand how our patterns of language and the power of persuasion make a definitive difference in the quality of our speeches.

During class we will explore some social, cultural, and personal meanings we apply to specific words and phrases, dress codes, and actions, so as to increase our successes in speaking in front of a variety of audiences. Together we will develop strategies for strengthening our personal power of communicating specific messages to others and for organizing and articulating ideas and concepts effectively.

We will learn how to optimize our use of visual aids, establish credibility, and stimulate audience participation. We will learn to design different types of speeches, and how to implement agendas, argument, testimony and special techniques for desired results. As part of the process, we will look at specific "buzz" words that inspire people to listen, how dressing for success really works, how "adapters" dissuade an audience, and how important timing can be.

Each student will be responsible for planning and performing a range of speeches in class, including self-introduction, impromptu, demonstration, persuasive and ceremonial. You will be responsible for attending at least one Toastmaster's International meeting as a criterion for passing this class. Be prepared to participate in a meeting near you during the next ten weeks. They are offered throughout each week, all over the state, in a neighborhood or business district near you.

Meanwhile, let me say, "Welcome aboard!" We shall have lots of fun in this class first admitting, then getting over, our assorted fears of speaking in front of people! It's a process that takes practice and that's what we'll do: practice, practice, and practice! I see us all succeeding. So, relax, do the work, have fun, and you'll all do just fine!

General Requirements (Be sure to read each note carefully)

- **Be on time. Class attendance will be taken.**
- **Class participation is a must. We will participate in various group activities throughout the semester. Your feedback on, hence attendance during, speeches others give is a large part of your grade.**
- **Take notes during the lectures.**
- **All assignments must be completed and turned in on time for credit. Exceptions to this rule are on a case by case basis (see criteria for attendance below)**
- **Make-up exams must be prearranged at least one week prior to scheduled exam date**

Attendance

- **Attendance is important.**
- **More than 1 absence may result in a drop in your letter grade.**
- **Absences, whether excused or unexcused, are an automatic -20 points from the total point system.**
- **If you are not present in class, you are still responsible for the material covered.**
- **Late assignments will be penalized.**
- **If you know in advance that you will not be attending class on the day of your speech, let me know in advance.**
- **You may arrange, in advance, to make up a test or a speech; however, only with verification the circumstances surrounding your absence were beyond your control.**

Each of the following assignments are required & will be explained in detail during class

1. **LOG = simple bound composition notebook to use as a journal for recording your in-class notes. Your LOG will be collected midterm (& returned to you) and again at the end of the semester.**
2. **Speeches (time restrictions to be advised):**
 - a. **Personal introduction (no grade - counts as participation)**
 - b. **2 Impromptu speeches (one for a grade, one for practice)**
 - c. **Persuasive**
 - d. **Demonstration**
 - e. **Informative**
3. **Outlines (typed)**
 - a. **Outlines -- reflect speech organization**
 - i. **Introduction**
 - ii. **Purpose**
 - iii. **Thesis statement**
 - iv. **Body**
 - v. **Conclusion**
4. **Notecards - reflect speech organization and content**
5. **Peer Critiques: to be explained further in class**

Grading (1000 points available)

900-1000 = A	800-899 = B	700-799 = C	600-699 = D	Below 600 = F
Log		100 pts (50 points available each time it's turned in)		
Class participation		100 pts		
4 Speeches		400 pts (100 pts. each - see grading criteria below)		
4 Outlines		100 pts (25 pts each)		
4 Peer Critiques		100 pts (25 points per critique)		
Midterm		100 pts		
Final		100 pts		

Speeches – Each speech will be graded on the following 4 standards - 25 points each):

1. Content (was the information substantive & credibility established?)
2. Organization (were points stated in an organized fashion?)
 - i. Introduction
 - ii. Purpose
 - iii. Thesis statement
 - iv. Body
 - v. Conclusion
3. Delivery (spontaneous style; enthusiasm, appropriate dress; audience contact?)
4. Use of audio and/or visual aids (charts, graphs, pictures, illustrations, samples, mock-ups, etc.?)

Remember

- All outline assignments must be type. No handwritten outlines will be accepted.
- Work must be performed and/or turned in on time for credit (unless prearranged).
- √ Attendance is critical to upholding your grade.

Your commitment

Your continued registration in this class denotes your understanding of the syllabus and what is expected of you, and your willingness to participate in the assignments as stated herein.

You'll do just great!
Welcome Aboard, Speakers!

Course Objectives

By completing the requirements of this course successfully, you should be able to:

Meet and converse with others; lead and participate in small group discussions; and organize and deliver impromptu, informative, and persuasive speeches;

Understand the communication process and the importance of verbal and nonverbal communication;

Identify, discuss, and apply major intrapersonal and interpersonal communication concepts and principles.

I hope to help you meet these objectives through:

➤ **Supervising in-class, open discussions of reading materials;**

➤ **Directing creative in-class activities;**

➤ **Requiring a series of oral speech assignments;**

Tracking responses and reactions to classroom discussions, reading assignments and peer critiques;

➤ **Offering students the opportunity to excel through a variety of pedagogical approaches;**

➤ **Designing exams so as to insure that you are grasping the material.**

Course Reading & Activity Schedule

Subject to change with notice

Week	Dates	Activity	Reading Assignment
1	10/6	Course Overview Personal Introductory Speech today (no grade) Communication Perspective Perception of Self and Others <i>Organizing a demonstration speech</i>	Chapter 1 Chapter 2
2	10/13	Verbal Communication Nonverbal Communication Self-Disclosure and Feedback Listening <i>Developing a short speech</i> Outline Demonstration Speech due today <u>Impromptu Speeches due today (practice only)</u>	Chapter 3 Chapter 4 Chapter 5 Chapter 6
3	10/20	Conversations Communicating in Relationships Interviewing Demonstration Speeches due today	Chapter 7 Chapter 8 Chapter 9
4	10/27	Midterm Exam (Chapters 1-9) Participating in Small Groups Leadership in Groups (LOG due) <i>How to hone an Impromptu Speech</i>	Chapter 10 Chapter 11
5	11/3	Informative Speaking Topic and Goal Research Organization Impromptu Speeches due today (for a grade) <u>Outline of impromptu brainstorm due today</u>	Chapter 17 Chapter 12 Chapter 13 Chapter 14
6	11/10	Adapting to Audiences Presenting your Speech Outline Informative Speech due today	Chapter 15 Chapter 16
7	11/17	Informative Speech due today <i>Video will be rolling!</i>	
8	11/24	Persuasive Speaking <i>View <u>Informative Speeches on Video</u></i>	Chapter 18
9	12/1	Sharing Toastmasters Experience Outline Persuasive Speech due today *Persuasive Speech Presentations due today ½ Review for final	
10	12/8	Final Exam (Chapters 10-18) *Persuasive Speech Presentations due today ½ LOG due	

*Speech notecards due on the day you present, directly after your speech.