

Chaminade University of Honolulu

Fall 2000

August 29 - December 14, 2000

COURSE: Communication 140⁰⁸ - Personal and Public Speech

CREDITS: 3 Credits

LOCATION: Henry Hall, Room 203

TIME: Tuesday and Thursday
2 p.m. - 3:20 p.m.

INSTRUCTOR: Steven Jones

COMMUNICATIONS: Telephone: 739-0167(evenings), 839-9885 ext. 13(daytime)
Email - sheathj ol.com

OFFICE HOURS: By Appointment

TEXTBOOK: Verderber, Rudolph F. 1999, *Communicate!*, Wadsworth Publishing. (9th edition)

INTRODUCTION AND DESCRIPTION:

Introduction to major forms of oral communication. Activities for students to learn effective speaking skills for two-person, small groups and public situations. Examination and application of basic principles of message development.

CLASS OBJECTIVES:

- To help students overcome their fear of public speaking;
- To make students more aware of communication as a process;
- To help students realize the powerful impact of their words;
- To acquaint students with how people communicate nonverbally;
- To encourage students to be more effective listeners;
- To introduce students to effective group discussion techniques; and,
To help students learn effective public speaking skills.

CLASS FORMAT:

This course is designed primarily as a lecture course but with a heavy, interactive, experiential component in which all students are expected to actively participate. Chapters of the textbook will be assigned in advance for homework. It is very important that all students read the assigned chapters prior to class and come well prepared to discuss the material as an informed and knowledgeable participant. This course uses a

variety of approaches including lecture, general class discussion, small group work and student presentations.

REQUIREMENTS:

1. regular and prompt class attendance;
2. **thoughtful** and active participation in class discussions and activities;
3. completion of **required** readings and assignments prior to each class meeting;
4. completion of four exams;
5. completion of two speech outlines - informative and persuasive;
presentation of two speeches - informative and persuasive; and
7. submission of a personal journal containing completed assignments.

GRADING:

The grading will be based on:

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|-------------------------------|-----|
| 1. exam # 1 | 5% |
| 2. exam #2 | 5% |
| 3. exam #3 | 5% |
| 4. attendance/participation | 10% |
| 5. personal journal | 10% |
| 6. informative speech outline | 10% |
| 7. persuasive speech outline | 10% |
| 8. informative speech | 15% |
| 9. persuasive speech | 15% |
| 10. final exam | 15% |

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 0-59, I = Incomplete

CLASS POLICIES:

1. You may have **TWO** absences without a grade penalty. For each absence beyond the second, your final grade will be lowered one-half of a letter grade.
2. Being present for class means that you arrived on time and stayed until class is over.
3. If you are not present in class, please remember that you are still responsible for the material **covered**.
4. Assignments must be completed on the specified due date. Work that is turned in late will be penalized one letter grade per week.
5. You may make up a speech or exam with **verification** that **circumstances** were beyond your control.
6. Speech outlines should be typed.

SCHEDULE

Communication 140 - Personal and Public Speech Fall 2000

August 29	Course orientation and discussion of requirements
August 31	Communication Perspective Reading Assignment: Chapter 1
September 5	Perception of Self and Others Reading Assignment: Chapter 2
September 7	Verbal Communication in Relationships and Public Speaking Reading Assignment: Chapter 3
September 12	Nonverbal Communication in Relationships and Public Speaking Reading Assignment: Chapter 4
September 14	Exam #1- Chapters 1,2,3 & 4
September 19	Topic and Goal Reading Assignment: Chapter 12
September 21	Research Reading Assignment: Chapter 13
September 26	Organizing Your Speech Reading Assignment: Chapter 14
September 28	Informative Speaking Reading Assignment: Chapter 17 TOPIC AND SPEECH GOAL FOR INFORMATIVE <i>SPEECH</i> DUE
October 3	Exam #2 - Chapters 12,13,14 & 17
October 5	Adapting to Your Audience Reading Assignment: Chapter 15
October 10	Presenting Your Speech Reading Assignment: Chapter 16
October 12	Self-disclosure and Feedback Reading Assignment: Chapter 5 OUTLINES FOR INFORMATIVE SPEECH DUE

October 17	Listening Reading Assignment: Chapter 6
October 19	Persuasive Speaking Reading Assignment: Chapter 18 TOPIC AND SPEECH GOAL FOR PERSUASIVE SPEECH DUE
October 24	Exam #3 - Chapters 5, 6, 15, 16 & 18
October 26	Informative Speeches
October 31	Informative Speeches
November 2	Informative Speeches
November 7	<i>No Class - Election Day</i>
November 9	Conversations Reading Assignment: Chapter 7 OUTLINES FOR PERSUASIVE SPEECH DUE
November 14	Communicating in Relationships Reading Assignment: Chapter 8
November 16	Group Communication Reading Assignment: Chapter 10
November 21	Leadership in Groups Reading Assignment: Chapter 11
November 23	<i>No Class - Thanksgiving Break</i>
November 28	Persuasive Speeches
November 30	Persuasive Speeches
December 5	Persuasive Speeches
December 7	Make-up Speeches PERSONAL JOURNALS DUE
Week of Dec. 11	Final Exam - TBA

Please Note; The class schedule is subject to change at the instructor's discretion.