

CHAMINADE UNIVERSITY OF HONOLULU

INSTRUCTOR: Fely A. Serra

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## 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.  
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, 9<sup>th</sup> Ed.

### CLASS GUIDELINES

- A. EXAMS: Two exams will be administered
- B. ATTENDANCE, CLASS PARTICIPATION, AND IMPROVEMENT
  1. Attendance is important. It is mandatory for speeches and exams. Oral and written midterms and finals must be taken to pass the course. Absence, whether excused or unexcused will affect your grade. Class participation helps a student to grow and improve in the basic skills of public speaking.
  2. Promptness at all class sessions is expected.
  3. If you are not present in class, you are still responsible for materials covered.
  4. Assignment(s) missed due to absence must be turned in during the next class session.
  5. You may make up a test or a speech with verification that circumstances were beyond your control. In such a case, please notify me BEFORE class. (Nursing a common cold, picking up someone at the airport, or not being ready for an assignment are not considered legitimate excuses.)



**C. SPEECHES**

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 aides
  - (b) Outline due on day of delivery - 3 sources of information - including a bibliography
4. Participation in an interview or reporting orally on part of a chapter.
5. Participation in group discussions.

**D. WRITING STANDARDS FOR TESTS**

- Use correct grammar, spelling, punctuation and sentence structure.
- develop ideas and main points clearly and concisely.
- write for your reader.

**E. INDIVIDUAL AND GROUP ACTIVITIES**

1. Oral
2. Written

**ACADEMIC REGULATIONS:**

Writing standards (2000-2001 Catalog, vol. 45, p.42)

**G. COMMUNICATION 140 POLICIES (See attached)**

**H. GRADES:**

A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
D= 60- 69  
F = 59 & below



# TENATIVE SCHEDULE

Campus -August 29 - December 14, 2000

- Aug. 29      Introduction  
                Discuss syllabus  
                Basic Skills in Speaking  
                    A. Stance, Eye Contact, Gestures  
                    B. Speech Faults  
                        1. Addition: idea - idear  
                        2. Omission: desk - des  
                        3. Substitution: this - dis  
                Assignment: 1. Objectives - Goals for class - 1 or 2 sentences  
                                2. Perception of Self Paper
- Aug. 31      Go over list of words with sound errors - phonetics  
                Assignment: Prepare a one-man TV commercial for next class -  
                                30 seconds - one minute - any product
- Sept. 5      1. Due: Speech Faults - List w/ sound errors  
                2. Due: Perception of Self Paper/Objectives  
                Activity: Bio Poem/Who's Who
- Sept. 7, 12      Disc: Chap. 16 - Presenting Your Speech
- Sept. 14, 19      Disc. Chap. I - Communication Perspective  
                                2 - Perception of Self & Others
- Sept. 21      Disc. Chap. 12 - Topic and Goal  
                                13 - Research
- Sept. 26      Activity: "Keep in Touch: and "The Giving Tree"  
                Activity: TV Commercials
- Sept. 28      Talk #1 -Pet Peeves  
                Assignment: Due next week  
                        5 Informative and 5 Persuasive topics  
                        (Need volunteer to type list)
- Oct. 3      Activity: Pass out topics  
                Disc: Chap. 3 - Verbal Communication
- Oct. 5      Disc. Chap. 4 - Nonverbal Communication
- Oct. 10      Disc. Chap. 5 - Self-Disclosure & Feedback - keep a record of when  
                                you and someone else self-disclosed to each other  
                                14 - Adapting to Audience Verbally and Visually
- Oct. 12      Talk #2 - Experiential Speeches



Oct. 17	Continue: Experiential Review for Mid-term - Chapters 1 - 9
Oct. 19	MID-TERM - Chapters 1 - 9 Be prepared for current events discussion for Nov. 28
Oct. 24	Lecture: Speeches for different occasions plus Eulogy - Due Nov. 2nd
Oct. 26	Disc. Chap. 6 - Listening 7 - Conversations 8 - Communication in Relationships 9 - Job Interviewing
Oct. 31	Disc. Chap. 15 - Organizing - Intro/Conc. Assign: 3 Intros and 3 Conclusions
Nov. 2	Due: 3 Intro and 3 Conclusions Due: Typed Eulogy Listen to speeches for different occasions
Nov. 7, 9	Listen to Informative Speeches
Nov. 14, 16	Disc: Chap. 17 - Informative Speaking Chap. 18 - Persuasive Speaking Read <del>2-3</del> <b>2-3 eulogies</b> Assign: Students for job interviews - 3 pairs Disc: Chap. 10 - <b>Participating</b> in Small <b>Groups</b> Chap. 11 - Leadership in Groups
Nov. 21	1. Ask for 2-3 volunteers for Persuasive Speeches 2. Activity: Listen to Interviews - 3 pairs
Nov. 28	1. Listen to Group discussions A. Current Events B. "Who Robbed the Bank" 2. Review for written exams
Nov. 30	Persuasive Speech Finals
Dec. 5	"
Dec. 7	"

#### FINALS:

9:30 class - Monday, December 11 - 8:00- 10:00 a.m.

11:00 class - Wednesday, December 13, 8:00 - 10:00 a.m.