

FD:00
PM

CHAMINADE UNIVERSITY OF HONOLULU

FALL, 2000

COX 14007

H203 Tuesday/Thursday 8:00-9:20

E-mail: judey@Chaminade.com

Dr. Jude Yablonsky

Office: Henry 206A

Phone: 735-4826

SYLLABUS

COURSE DESCRIPTION

Personal and Public Speech is an introduction to major forms of oral **communication**. Activities for students to learn communication in public, interpersonal and small-group situations. **Examination** and application of basic principles of message development.

OBJECTIVES

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

TEXT

COMMUNICATE by Rudolph F. Verderber, 9th Edition

COM 140
Fall, 2000

CLASS SCHEDULE

| | |
|-----------|---|
| 1st Week | Course Overview Introductions Communication Defined (Chapter 1) |
| 2nd Week | Presenting the Speech (Chapter 16) |
| 3rd Week | Informal Speeches |
| 4th Week | Speaking to inform (Chapter 17) Preparing the Speech (Chs. 12,13,14, 15) |
| 5th Week | Verbal and Nonverbal Communication (Chapters 3 & 4) Informative Outline Due) |
| 7th week | Informative Speeches |
| 8th Week | Informative Speeches, cont'd MID-TERM EXAM |
| 9th Week | Persuasive Speaking (Chapter 17) |
| 10th Week | Social Perception and Communication (Chapter 2) Interpersonal Communication (Chapters 5,6,7,8) |
| 12th Week | Listening/Response Skills |
| 13th Week | Persuasive Speeches |
| 14th Week | Persuasive Speeches Group Communication (Chapters 10,11) |
| 15th Week | IMPROMPTU SPEECHES |

FINAL EXAMINATION --- TO BE ANNOUNCED

COURSE SCHEDULE IS **SUBJECT** TO CHANGE

COM 140 POLICIES

Unexcused absences without penalty (2 for the T/R classes) However, each additional absence, whether excused or unexcused, is an **automatic** -25 points **from** the total point system. (An added bonus: if you have a **perfect** attendance record and an A or B average in the **course**, **will be** exempt **from** the final). Obviously, excessive absences will result in course failure.

2. If you miss a test because of **circumstances** beyond your control, you may make it up only with verification of said circumstances. In such cases, you are expected to notify me before the class period.
3. 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 changes.
4. If you are one of the "**lucky**" ones to give your speech on the first day, you are expected to do well; however, I will consider the anxiety experienced by the "**first** rounders." And since "we learn **from** other people's mistakes," **subsequent** speeches are expected to be of higher quality.
5. If you are not present in class, please **remember** that you are still responsible for the material covered.
6. All assignments, including outlines of speeches must be typed and are due during the class period assigned. Handing in a late assignment will result in a drop of one letter grade.
7. Promptness at all class sessions is expected. Plan your **time** so that this problem does not exist. Points will be deducted for tardiness.

PLEASE DO NOT WEAR HATS IN THE CLASSROOM

FINAL GRADE COMPUTATION

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| NAME | TOTAL | GRADE |
|------|-------|-------|

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| SPEECHES | 55% | <u>PERCENT</u> | <u>GRADE</u> | <u>NUMBER</u> | <u>POINTS</u> |
|-----------------|------------|----------------|--------------|---------------|---------------|

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| INFORMAL | <u>10</u> | | | | |
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| INFORMATIVE | <u>15</u> | | | | |
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| PERSUASIVE | 20 | | | | |
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| IMPROMPTU | <u>10</u> | | | | |
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| <u>OUTLINES</u> | 10% | | | | |
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| INFORMATIVE | 05 | | | | |
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| PERSUASIVE | 05 | | | | |
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| <u>EXAMS</u> | 35% | | | | |
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| MID-TERM | 20 | | | | |
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| FINAL | 15 | | | | |
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BONUS -- (ATTENDANCE & **PARTICIPATION/ASSIGNMENTS**
UP TO **5PTS.** POSSIBLE)

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| B+ | 9 | C+ | 6 | D+ |
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| A | = | 11 | B | = | 8 | C | 5 | D |
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| A- | = | 10 | B- | 7 | C- | 4 | D- |
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