

## SYLLABUS

COM 14010  
FE '00  
RM

Communication 140: Personal & Public Speech  
Chaminade University of Honolulu  
Scholfield Barracks, Bldg. 560  
Fall 2000 (Oct. 7-Dec. 2)  
Saturdays, 0800-1210

Instructor: Arlene Cabacungan, MA  
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Office Hours: before or after class, by appointment,  
telephone or email

Textbook: Verderber, R.F. (9th Ed.). 1999. *Communicate!* Belmont: Wadsworth.

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 applications of basic principles of message development.

Objectives & Outcomes: After taking this course, you 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 and why people communicate nonverbally.
8. identify ways to communicate more effectively in interpersonal situations.
9. know how to be an effective group discussion leader and participant.
10. realize the cross-cultural diversity in communication behaviors.

Policies & Procedures:

- Attendance is a vital part of your learning experience in this course. Class activities and participation cannot be made up. Speaking assignments require your attendance as a participant and as a listener. Regular and timely class attendance, timely completion of homework, and meetings with the instructor when you have problems will help you succeed in this course.
2. Due to the schedule of this program (only 10 class meetings), you will be penalized for every unexcused absence-10% points from your total grade per absence.
  3. If you are not present in class or arrive late for class, you are still responsible for the material covered. Make sure to get your classmates phone numbers or email addresses.
  4. You may make up a test or speech with verification that circumstances were beyond your control. In such a case, please notify me before class or as soon as possible. Nursing a common cold, picking up someone at the airport, or not finding a babysitter are not considered legitimate excuses.
  5. Be aware of assignment deadlines and requirements. Your assignments must be personally submitted at the beginning of the class session to be accepted on time; otherwise, they will be considered late and 10% points will be taken off accordingly. Exceptions will be made upon verification that circumstances were beyond your control.
  6. **All written work to be turned in for credit (except in-class critiques) must be typed.**
  7. For your speeches, you will be signing up for the order in which you will be presenting your speech, unless the instructor has predetermined an order. You may, however, make arrangements with another class member to switch your order. Please notify me as soon as possible of such changes.
  8. If you are one of the "lucky" ones to give your speech first, you are still expected to do well; however, I will consider the anxiety of the "first rounders." Obviously, following speakers are expected to learn from the evaluations of previous ones.
  9. You will be doing peer evaluations which is an integral part of this course; giving constructive feedback based on established criteria is a necessary skill to develop.
  10. Videotaping of various assignments in the classroom may occur occasionally and will be used for instructor/individual feedback.
  11. In respect to others, please follow simple courtesies, e.g. no personal conversations while others are presenting, no eating while others are presenting, make sure beepers and cell phones are silent, no leaving/returning in the middle of presentations, etc. Any student who does not comply with this policy may be warned and/or asked to leave the class for the day.

