

Chaminade University of Honolulu
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Fall Day, 2000
COM 14001-Pearl Harbor
Bldg. 679, Second Floor
Wed. 4:45 p.m.-8:45 p.m.

Course syllabus

Course Description

COM 140, Personal and Public Speech, will introduce you to major forms of oral communication. Various activities will be introduced to facilitate effective speaking skills for two people, small groups, and public situations.

COM 140 is a pre-major requirement course that must be completed with a C or better grade.

Required Textbook

COMMUNICATE! By Rudolph Verderber, 9th Edition. Belmont, CA: Wadsworth Publishing Company. 1999.
Available at Chaminade bookstore.

Objectives

By the end of the 10-week semester, you will have achieved many of the course objectives.

1. To help you overcome the fear of speaking in public.
2. To look at and analyze the communication process.
3. To better understand the differences that perception and self-concept make to personal growth.
4. To grasp the power of language and its impact on people and events.
5. To establish a Communication Foundation. (See page 97 in text) Specifically, to determine what type of communicator you are.
6. To develop effective public speaking skills.
7. To learn the process of active listening.
8. To understand some of the dynamics of interpersonal relationships.
9. To examine group interactions, and learn to be more effective in different settings.

COM 140 Information

1. ATTENDANCE: You are allowed two (2) absences without penalty. If you have more than two absences, points will be deducted from your final grade. This means that *excessive absences will* result in course FAILURE. It is difficult, if not impossible, to build a firm learning "foundation" if you are not in class on a regular and as-scheduled basis. As an incentive to showing up and participating in class, you may receive:

A BONUS: If you have a *perfect attendance record*, and an A or B average in the course, you will not have to take the final exam.

Read this sentence again, so that you truly understand it.

Repeat: If you have a perfect attendance record AND an A or B average in the course, You will not have to take the final exam.

2. If you miss a text during the semester because of circumstances beyond your control, (*and that doesn't mean you couldn't find your lucky baseball cap or favorite t-shirt*) you may make it up ONLY IF you can verify said circumstances. In such instances, you must notify me before the class period. (E-mail: mpesca@postmark.net--- phone: 735-****)

3. You will be choosing a date and time for giving a prepared speech, so make your choices carefully. If, however, you find that some emergency comes up and 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. Also, you must inform me of such changes. Failure to show up for the speech will result in an F grade.

4. If you are not present in class, remember that you are still responsible for the material covered.

5. All assignments, including outlines of speeches MUST BE TYPED and are due during the class period of the date specified. Handing in a late assignment will result in a drop of one letter grade.

6. You are expected to be in class on time!

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Please, NO GUM CHEWING. Also, no sunglasses during class.

Mahalo plenty.

FINAL GRADE COMPUTATION

<u>SPEECHES</u>	34%	
Informative		14%
Persuasive		20%
<u>OUTLINES</u>	15%	
Informative		05%
Persuasive		10%
<u>QUIZZES</u>	21%	
Quiz One		07%
Quiz Two		07%
Quiz Three		07%
<u>EXAMS</u>	30%	
Midterm		15%
Final exam		15%

WORK SCHEDULE- SUBJECT TO CHANGE

Oct. 4 (Wed.)	<p>Introductions</p> <p>Review Course Syllabus</p> <p>Reading assignment: Chapters], 2, 3 and 4-in text</p> <p>In-class Communication Simulation exercise</p>
Oct. 11 (Wed.)	<p>Review Chapters 1,2, 3 and 4</p> <p>In-class activities: a) Getting Acquainted (Chapter one) b) Stereotyping (Chapter two) c) Dialects (Chapter three) and d) Breaking Non-Verbal Rules of Culture (Chapter four)</p> <p>Quiz One</p> <p>Reading assignment: Chapters 12, 13, 16 and 17</p> <p>Reminder: Topics for Informative Speech Due 10/18 (Wed.)</p>
Oct. 18 (Wed.)	<p>Review Chapters 12, 13, 16 and 17</p> <p>In-class activities: a) Impromptu Speaking (Chapter sixteen) b) Using Examples (Chapter thirteen) c) Political Correctness (Chapter 12) and d) Champions of Credibility (Chapter seventeen)</p> <p>Reading assignment: Chapters 5,14 and] 5</p> <p>Topics for Informative Speech Due!</p>
Oct. 25 (Wed.)	<p>Review Chapters 5, 14 and 15</p> <p>In-class activities: a) Ethical issues in Self-Disclosure (Chapter five) b) Outlining (Chapter 14) c) Adapting to Audience Levels of Understanding (Chapter fifteen)</p> <p>Reminder: Informative Outlines Due Nov. 1 (Wed.)</p>
Nov. 1 (Wed.)	<p>Speech Presentation/Conferences</p> <p>Informative Outlines Due!</p> <p>Reading assignment: Chapters] 8 and 6</p> <p>Bring Halloween candy for each other as "treats"</p> <p>Quiz Two</p>

Nov. 8 (Wed.)	<p>Review Chapters 18 and 6</p> <p>informative Speeches</p> <p>in-class activity: and a) Persuasion and Racial Prejudice (Chapter eighteen) and b) Listening and Gender (Chapter Six)</p> <p>Review for Mid-Term Exam</p> <p>Reminder: Persuasive Speech Topics Due 11/15 (Wed.)</p>
Nov. 15 (Wed.)	<p>Mid-Term Exams- (Chapters 1-4, 5,6, 12-18)</p> <p>Persuasive Speech Topics Due!</p> <p>Conference w/Instructor on Class progress (at Request of student)</p> <p>Reading assignment: Chapters 7 and 8</p>
Nov. 22 (Wed.)	<p>Review Chapters 7 and 8</p> <p>In-class activities: a) Politeness & Conversation (Chapter Seven) and b) Provisional Language (Chapter Eight)</p> <p>Persuasive Speeches</p> <p>Reading Assignment: Chapters 9,10 and 11</p> <p>Prepare for Job Interview Simulations on Nov. 29 (Wed.)</p>
Nov. 29 (Wed.)	<p>Quiz Three- (Chapters 7-11)</p> <p>Job Interview Simulations</p> <p>Review for Final Exam</p> <p>Make-up Speeches as needed</p>
Dec. 06 (Wed.)	<p>Final Exam-Time to be announced</p>