

**Chaminade University of Honolulu**  
**Communication 140: Personal and Public Speech**  
**October 4 - December 6, 2000**

**Instructor: Lorenn Walker, J.D., M.P.H.**  
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**Office Hours: before/after class or by appointment, telephone & email**

## **COURSE DESCRIPTION**

**This 10-week course is an introduction to personal and public speech. The course should give you a basic understanding of communication theory and practice. It will cover the following aspects of personal communication: interpersonal, nonverbal and group discussion. The public aspect of the course will cover: informative speaking that includes subjects from students' personal knowledge, persuasive speaking and language skills.**

## **METHOD OF INSTRUCTION**

**This course will rely on a hands-on, applied method of instruction. Students are expected to participate in-group assignment, present speeches and evaluate their classmates.**

## **ASSIGNMENTS AND GRADING**

- 1. Five class presentations accompanied by maximum one page double spaced paper = 50 points**

**Presentations and papers are due on the topics indicated below under Schedule of Class Meetings and Assignments. Each presentation and paper is worth total 10 points. Late papers will only earn up to 9 points. The paper presentations are based on the text readings and your personal opinions. Put your opinions in your own words. There are no right or wrong answers--you can have any opinion, but it must be explained and supported clearly. Use real experiences or analogies to explain the reason for your opinion. Be as physically descriptive as you can. Grading will be on the development of your speech including your rationale for your opinion and your communication skills. Your explanation for your particular opinion will be the relevant factor in grading and not your particular position. The form of the speech e.g., proper language and form of presentation will also influence grading. Students will also evaluate each other's presentations each week.**

- 2. Class attendance, participation and group presentations-40 points**

**Students are expected to participate in numerous group discussions and group presentations as described below. Students may miss one class of this ten week course without providing additional make-up work, however, after one absence students must provide the make-up assignments indicated bellow if they want to earn more than an above average grade for the course. Points will be given by the instructor for student participation in weekly class activities and discussions.**

### 3. Final Oral Presentation-10 points

For the final you will be required to prepare a final presentation to the class on a topic of interest to you. You may use overheads or any other media for your presentation. You are encouraged to include class participation. An outline is required for each student and instructor in the class. You may also distribute any other handouts at your discretion. Your final presentation should be at least 10 minutes long.

The possible points total 100. A = 100 to 90, B = 80-89 and so on. In other words, you must ~~excel~~ at most things, but not everything, to earn an A.

#### REQUIRED COURSE MATERIALS

Text: Rudolph Verderber, *Communicate!* Ninth Edition, available at the campus bookstore.

#### SCHEDULE OF CLASS MEETINGS AND ASSIGNMENTS

- Oct 4            **Introductions and organizing meeting. Review course syllabus. Explain first assignment due next week.\***  
**Taking responsibility: Rotter's Locus of Control Survey.**  
**Pathos, *Ethos* & Logos.**
- Oct 11           **Chapters 3 & 4 of text: Verbal and Nonverbal Communication.**  
**Leading vs. direct questions to learn information. Chapters 5 & 6:**  
**Interpersonal Communication--Communicating Ideals & Feelings**  
**& Listening Skills.**
- \* First paper due: Consider the material on page 65 of the text concerning cultural differences. What cultural group do you identify with? What values does this culture advance? How has this culture changed since you or your ancestors came to the United States-it at all? Prepare a short 1 page double spaced paper which addresses some of this questions.**
- Class presentations: class will meet in small groups and discuss section on cultural variation in self-presentation on pages 88 and 89 of the text.**
- Make-up work for missed class this day (if more than one absence already) go to page 88 of the text and describe how cultural variation in self-presentation is apparent in your life or of the life of another close to you.**
- Oct 18           **Second paper & presentation due: Interview an individual concerning a hardship that they overcame. Prepare a one page double spaced paper telling their story and include how their overcoming the hardship affected their life. You will also tell the story to the class without the use of your paper or any notes, but you may use a photograph, book or other demonstrative aid.**

**Make-up work for missed class this day (if more than one absence already) write about how you personally overcame a hardship and how that has affected your life.**

**Oct 25**

**Chapters 7 & 8: Interpersonal Communication--Response Skills & Communication in Relationships. Conflict resolution--mediation & conferencing.**

**Third paper due: Describe and discuss a recent conflict you were involved in and how communication affected the outcome of the conflict--what could have gone better and why? What was learned from the conflict?**

**Group presentation: small groups meet and discuss their papers and what they learned from writing them and their group discussion.**

**Make-up work for missed class this day (if more than one absence already) interview someone close to you who had a recent conflict and write about how communication affected the outcome of that conflict.**

**Nov 1**

**Chapters 9 & 10 Group Communication--Participating in Work Groups and Leadership in Groups. Students will practice group problem solving including brainstorming & clustering.**

**Group presentation: small groups will be assigned a problem to brainstorm solutions to and present to the class.**

**Fourth paper due: Select a person you believe is a great leader. Write a biography of the person and discuss their strengths and weaknesses.**

**Make-up work for missed class this day (if more than one absence already) consider the problem of traffic in Honolulu. What could be done to solve this problem? Consider the pros and cons of your proposed solutions.**

**Nov 8**

**Chapters 11 and 12 Public Speaking--Selecting a Topic, Analyzing Audience & Occasion & Refining the Speech Goal & Find, Using & Recording Information. Class will do Extemporaneous speeches in teams on topics randomly selected--research materials will be provided to the class.**

**Make-up work for missed class this day (if more than one absence already) find out what you can about the voting behavior of Americans and write about how this affects our lives and government.**

**Nov 15**

**Chapters 13 & 14 Public speaking--Adapting to Audiences & Organizing Speech Material. Impromptu speeches will be delivered in class on randomly selected**

**topics. Speech form: introduction, body and conclusion** will be emphasized.

**Make-up work for missed class this day (if more than one absence already) write about the best career you can imagine and explain why you think it would be great and what's holding you back from doing it.**

Noy 22 Chapter 15 Presenting your Speech.

**Fifth presentation & paper due: Watch someone give a speech before the class. Tell us what it was about and critique it-do the same in your fifth written class assignment.**

**Make-up work for missed class this day (if more than one absence already) watch the TV critique a newscaster or talk show host that you think has a lot of ethos, pathos and logos-explain why.**

Nov 29 Chapter 16 Informative Speaking. Principles of Informative speaking--creativity, credibility, stimulation, relevance, emphasis of information and visual aids. Class will do creativity exercise.

**Presentations: Inform class of something applying the above principles including a visual aid. No written paper is required for this exercise.**

**Make-up work for missed class this day (if more than one absence already) write to inform of something-anything-describe it and try and make it interesting!**

Dec 6 **Final Presentations--prepare and present a persuasive speech. Students evaluate each other.**

Keep my words positive,  
Words become my behaviors;

Keep my behaviors positive,  
Behaviors become my habits;

Keep my habits positive,  
Habits become my values;

Keep my values positive,  
Values become my destiny.

*Mahatma Gandhi*