

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.
4. 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, 9th Ed.

CLASS GUIDELINES

- EXAMS: Two ~~exams~~ will be administered 20%
- B. ATTENDANCE, CLASS PARTICIPATION, AND IMPROVEMENT..... 30%
1. Attendance is important. It is mandatory for speeches and exams.
 2. UNEXCUSED absence(s) will definitely affect your grade.
 3. Assignment(s) missed due to absence must be turned in during next class session.
- C. SPEECHES.....50%
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.

INDIVIDUAL AND GROUP ACTIVITIES

1. Oral
2. Written

- E. ACADEMIC REGULATIONS:
Writing standards (1999 - 2000 Catalog, vol. 44, p.50)
- F. COMMUNICATION 140 POLICIES (See attached)
- G. GRADES:
 - A = 90-100
 - B=80-89
 - C=60-79
 - D=50-59
 - F = 49 & below

COM 140

Fely Serra

Monday, Wednesday, Friday - January 19 - May 11, 2000

Room: H104, 1:00 p.m.

TENTATIVE SCHEDULE

Jan. 19	Introduction Discuss syllabus Basic Skills in Speaking A. Stance, Eye Contact, Gestures
21	B. Speech Faults 1. Addition - idea - idear 2. Omission - desk - des 3. Substitution - this - dis C: Go over list of words with sound errors Assignment: List with sound errors Assignment: 1. Objectives - Goals for class -1 or 2 sentences 2. Perception of Self Paper Assignment: Two paragraphs about job/responsibilities
24	Assignment: Prepare a one-man T.V. commercial for next Class: 30 seconds -1 minute (any product or made up) Due Jan. 31 Activity: Bio Poem/Who's Who
26	Due: 1 or 2 paragraphs about job/responsibilities Due: Perception of Self Paper/Objectives Due: Speech faults - errors in sounds Complete: Bio Poem/Who's Who Disc: Chapter 1 - Communication Perspective
28	Disc: Chap. 2 - Perception of Self & Others
31	Activity: T. V. Commercial
Feb. 2	Disc: Chap. 12 - Topic & Goal
4	Disc: Research/Presenting your speech
7	Disc: Presenting Your Speech
9/11	Activity: "Keep In Touch" and "The Giving Tree"

- 14/16 Talk #1: Pet Pee
 Assignment: Due Feb. 18 - 5 Informative and 5 Persuasive Topics
 (need volunteer to type list)
- 18/23 Activity: Pass out topics - Prepare for Informative Speech
 Disc: Chap. 3 - Verbal Communication
- 25/28 Disc: Chap. 4 -Non-verbal Communication
- March 1/3 Disc: Chap. 5 - Self-Disclosure & Feedback - keep a record of when
 you and someone else self-disclosed to each other
- 6/8 Disc: Chap. 14 - Organization - Introduction/Conclusion
 Assignment: Do 3 pairs - Introduction/Conclusion
- 10/13 Talk #2 - Experiential Speeches
- 15 Review for Mid-term: Chapters: 1, 2, 3, 4, 5
- 16 Mid-Term
- 20/22/24 Return tests
 Lecture: Speeches for different occasions
 Eulogy
- March 27-31 SPRING BREAK
- April 3** **Disc:** Chap. 6 - Listening
- 5 Disc: Chap. 7 - Conversations
- 7 Disc: Chap. 15 - Adapting to Audiences
 Verbally
- 10/12 Due: Eulogy
- 14/17 Disc: Chap. 8 - Communication in Relationships
 Johari Window
 Chap. 9 - Job Interviewing - 2 pairs

- 19 Disc: Chap. 17 - Informative
18 - Persuasive
10 - **Participating** in small groups
11 - Leadership in Groups
Read: 1 or 2 Eulogies
- 20 Holiday - (Read Newspapers for 24th)
- 24 Be prepared for current events
- 25 Activity: Who Robbed the Bank

April 28,
May 1, 3, 5 Final Persuasive Speeches

FINAL - Tuesday, May 9, 2000, 10:30 a.m.-12:30 p.m.
7 Chapters, 8, 9, 10, 11, 14, 17, 18