

SE '00
Bm

Chaminade University of Honolulu
Spring 2000
Kaneohe MCBH

COURSE: Communication ²⁰140--~~Personal~~ and Public Speech
TIME: Friday 5:30-9:40 p.m.
INSTRUCTOR: Laure S. Burke
TELEPHONE: 487-8756
E-MAIL: lsburke@e.net
OFFICE HOURS: By appointment

Required Text

Vanderber, Randolph F. (1999). Communicate! (9th ed.).

Course Description

This course is designed to introduce you to major forms of oral communication. You will participate in activities to learn **effective** speaking skills for two persons, small groups, and public situations. Through participating in classroom activities, discussions, and public speaking presentations, you will explore and apply basic principles of message development.

Course Objectives

By completing the requirements of this course successfully, you should be able to:

Meet and converse with others; lead and participate in small group discussions; and organize and deliver impromptu, informative, and persuasive speeches.

Understand the communication process and the importance of verbal and nonverbal communication.

Identify, discuss, and apply major intrapersonal and interpersonal communication concepts and principles.

I hope to help you meet these objectives through the following:

In-class collaboration in discussions of reading material.

➤ In-class activities and oral/written assignments.

Journal of responses and reactions to classroom discussions and reading assignments.

Y Exams to insure that you are grasping the material.

Attendance

As a great deal of the value of this course is in its active/collaborative learning approach, attendance is expected at all sessions. More than one absence will hurt your performance

in this class. Each additional ~~absence, whether excused or unexcused,~~ **absence, whether excused or unexcused,** is automatic -2 points from the total point system.

If you are not present in class, you are still responsible for the material covered. Late assignments will be penalized. You may make up a test or a speech with verification that circumstances were beyond your control. Please notify me before class.

If you know in advance that you will not be attending class on the day of your speech, make arrangements with a class member for the switch of days and let me know of the change.

Come to class on time. I will require you to be present in the classroom when class sessions begin.

Participation

This is a participation-intensive class in that 1)**everyone** will take part in regular group discussions to synthesize materials from the readings, 2)**everyone** will **participate** in exercises and assignments designed to apply course materials, and 3)**everyone** will strive to respect the rights of others to express their opinions and beliefs even when those insights may differ from his/her own views. A commitment to consistent participation and attendance are important to your having a positive experience in this course.

Examinations

There will be two exams. Both exams will test your knowledge of textbook material, reading handouts, and class discussion material.

General Notes

For all written assignments, proper grammar and correct spelling are essential. All written assignments, except the journal, must be typed.

Grading

<u>Assignments</u>	<u>Points</u>
Speeches (50%)	
Impromptu	10
Informative	20
Persuasive	20
Outlines (10 %)	
Informative	5
Persuasive	5
Participation (10%)	10
Journal (10%)	10
Exams (20%)	
Test 1	10
<u>Test 2</u>	<u>10</u>
Total Possible Points	100

Final Grade: 90-100%=A; 80-89%=B; 70-79%=C; 60-69%=D; 0-59%=F

Course/Reading Schedule

Subject to *change*

Week	Dates	Activity	Reading <u>Assignment</u>
1	4/7	Course Overview Introductions Communication Perspective Perception of Self and Others	Chapter 1 Chapter 2
2	4/14	Verbal Communication Nonverbal Communication Self-Disclosure and Feedback Listening <u>Developing a short speech</u>	Chapter 3 Chapter 4 Chapter 5 Chapter 6
3	4/21	Conversations Communicating in Relationships Interviewing Animal, Veggie, Fruit speech Journal due	Chapter 7 Chapter 8 Chapter 9
4	4/28	Exam #1 (Chapters 1-9) Participating in Small Groups <u>Leadership in Groups</u>	Chapter 10 <u>Chapter 11</u>
5	5/5	Informative Speaking Topic and Goal Research Organization <u>Adapting to Audiences</u>	Chapter 17 Chapter 12 Chapter 13 Chapter 14 <u>Chapter 15</u>
6	5/12	Presenting your Speech Informative Speech (outline due) <u>Impromptu Speeches</u>	Chapter 16
7	5/19	Informative <u>Speech</u> Presentations	
8	5/26	Persuasive <u>Speaking</u>	<u>Chapter 18</u>
9	6/2	Persuasive Speech (outline due) Persuasive Speech Presentations Journal due	
10	6/9	Exam #2 (Chapters 10-18) <u>Impromptu Speeches</u>	

A Word about Consent

Your continued enrollment in this Class beyond the first meeting will indicate that you fully understand and agree to the terms in this course description and syllabus.