

CHAMINADE UNIVERSITY OF HONOLULU  
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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, 9<sup>th</sup> Ed.

### CLASS GUIDELINES

EXAMS Two exams will be administered..... 20%

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.

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 = 70 - 79

D = 60 - 69

F = 59 & below

## **TENTATIVE SCHEDULE**

**Pearl Harbor -Thursday, April 6 - June 8, 2000**

- April 6**
- Introduction**
  - Discuss syllabus**
  - Basic Skills in Speaking**
    - A. Stance, Eye Contact, Gestures**
    - B. Speech Faults**
      - 1. Addition: idea - idear**
      - 2. Omission: desk - des**
      - 3. Substitution: this - dis**
    - C. Go over list of words with sound errors - phonetics**
  - Assignment: List with sound errors**
  - Assignment: 1. Objectives - Goals for class - 1 or 2 sentences**
    - 2. Perception of Self Paper**
  - Assignment: 2 paragraphs about job/responsibilities**
  - Assignment: Prepare a one-man TV commercial for next class -**
    - 30 seconds - one minute - any product**
  - Activity: Bio Poem/Who's Who**
- April 13**
- Due: 1 or 2 paragraphs about job/responsibilities**
  - Due: Perception of Self Paper/Objectives**
  - Due: Speech Faults-errors in sounds**
  - Disc: Chap. 1- Communication Perspective**
    - 2 - Perception of Self & Others**
    - 12 - Topic and Goal**
    - 13 -Research**
    - 16 - Presenting Your Speech**
  - Activity: "Keep in Touch" and "The Giving Tree"**
  - Activity: TV Commercials**
  - Talk #1: Pet Peeves**
  - Assignment: Due next week**
    - 5 Informative and 5 Persuasive topics**
    - (Need - volunteer to type list)**
- April 20**
- Activity: Pass out topics**
  - Disc: Chap. 3 - Verbal Communication**
    - 4 - Nonverbal Communication**
    - 5 - Self-Disclosure & Feedback - keep a record of when you and someone else self-disclosed to each other**
    - 14 - Adapting to Audience Verbally and Visually**
  - Talk #2 - Experiential Speeches**
  - Assignment: Perception of chapters 1-9:**
    - 1 or 2 paragraphs each**

- April 27      Due:    Perceptions for chapters 1-9  
                 Lecture: Speeches for different occasions - plus  
                                 Eulogy - due next week  
                 Disc:    Chap. 6 - Listening  
                                 7 - Conversations  
                                 15 - Organizing - Intro/Cons  
                 Assign: 3 Intros and 3 Conclusions
- May 4            Due:    3 Intros and 3 Conclusions  
                 Due:    Typed Eulogy  
                 Listen to speeches for different occasions  
                 Disc:    Chap. 8 - Communicating in Relationships  
                                 Chap. 9 - Job Interviewing  
                                 Chap. 17 - Informative Speaking  
                                 Chap. 18 - Persuasive Speaking  
                 Review for Mid Term  
                 Assign: Students for job interviews - 3 or 4 pairs
- May 11          Read 2 -3 eulogies  
                 Disc:    Chap. 10 -Participating in Small Groups  
                                 Chap. 11 - Leadership in Groups  
                 **MID- TERM** - Chapters 1-9  
                 Be prepared for current events discussion - Mar. 1
- May 18          Listen to Informative Speeches
- May 25          1.        Ask for 2 -3 volunteers for Persuasive Speeches  
                 2.        Activity: Listen to Interviews - 3 or 4 pairs  
                 3.        Listen to group discussions  
                                 A.        "Who Robbed the Bank?"  
                                 B.        Current Events  
                 4.        Review for Written and Oral Exams  
                 5.        Assist students who need help for their Persuasive Speeches
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- June 1            Listen to Volunteer Speakers  
                 Written Finals    (Chapters 10 - 18)
- June 8            Listen to Persuasive Speeches