

SSF'00

Pray

COMMUNICATION 140: PERSONAL AND PUBLIC SPEECH

COURSE INFORMATION AND OUTLINE

Instructor: Erin Higgins
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Class Dates: Mondays, 10 July - 13 September
Meeting Time: 1730-2140
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COURSE DESCRIPTION AND OBJECTIVES

Becoming a competent communicator involves an understanding of communication principles and skills, a willingness to put these principles and skills to practice, and the ability to perform these skills. This course is designed to give you both the knowledge and application that is necessary to develop the skills of a competent communicator. Emphasis is on the skills required for effective communication in interpersonal, group, and public situations. Upon completion of this course, students will have the knowledge and ability to research, organize, and deliver public speeches.

REQUIRED TEXTBOOK

Verderber, R. F. (1999). Communicate! (9th ed.) California: Wadsworth Publishing Co.

TENTATIVE COURSE OUTLINE AND SCHEDULE **

July 10	Course Orientation Communication Perspectives Perceptions Specifying a Speech Goal Guidelines for Informative Speeches IN CLASS: Introductory Speeches	Chpt 1 Chpt 2 Chpt 12
July 17	Listening Verbal and Nonverbal Communication Self-Disclosure and Feedback Analyzing the Audience Designing a Survey IN CLASS: Survey Design Workshop DUE: Informative Speech Topic and Purpose	Chpt 6 Chpts 3-4 Chpt 5 Chpt 12 Chpt 13
July 24	Finding Information Job Interviewing Adapting to the Audience Organizing your Speech IN CLASS: Surveying your Audience DUE: Survey	Chpt 13 Chpt 9 Chpt 15 Chpt 14
July 31	Principles of Informative Speeches Delivering an Informative Speech IN CLASS: Practicing and Evaluating Speeches in Groups DUE: Audience Analysis AND Informative Speech Outline	Chpt 17 Chpt 16

August 7	Guidelines for Persuasive Topic Selection Review for Midterm Examination IN CLASS: Informative Speeches DUE: Final Informative Speech Outline	
August 14	MIDTERM EXAMINATION Conversation Communication in Relationships Group Dynamics DUE: Persuasive Speech Topic and Purpose	Chpt 7 Chpt 8 Chpts 10-11
August 21	Persuasive Speaking Influential Strategies Outlining Styles IN CLASS: Surveying your Audience DUE: Survey	Chpt 18
August 28	IN CLASS: Practicing and Evaluating Speeches in Groups DUE: Audience Analysis AND Persuasive Speech Outline	
September 4	HOLIDAY: LABOR DAY	
September 11	Review for Final Examination IN CLASS: Persuasive Speeches DUE: Final persuasive Speech Outline	
September 13	FINAL EXAMINATION	

**** Any changes to the course schedule will be announced during class. It is the responsibility of students to be aware of, and adhere to, changes which are announced regarding discussion topics and assignments.**

ASSESSMENT QF COMMUNICATION COMPETENCY

KNOWLEDGE: Demonstration of Competency Through Knowledge Attainment Points

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| 1. | Midterm Exam | 150 |
| 2. | Final Exam | 150 |

SKILL: Demonstration of Competency Through Skill Development

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| | Informative Speaking Assignment | 200 |
| | <ul style="list-style-type: none">• Speech Topic and Purpose (5)• Survey (20)• Survey Activity (15)• Audience Analysis (20)• Rough Outline (30)• Final Outline (50)• Informative Speech (60) | |
| 2. | Persuasive Speaking Assignment | 200 |
| | <ul style="list-style-type: none">• Speech Topic and Purpose (5)• Survey (20)• Survey Activity (15)• Audience Analysis (20)• Rough Outline (30)• Final Outline (50)• Persuasive Speech (60) | |
| 3. | Class Activities and Participation | 50 |

Bonus Opportunities: The instructor will offer at least 1 opportunity throughout the course in which the students August earn extra credit points. If a student is not present on the day the opportunity is announced he or she will not be allowed to earn the points.

GRADING SYSTEM:

A = 675-750 pts (90-100%)	D = 450-524 pts (60-69%)
B = 600-674 pts (80-89%)	F = 449 pts and below (59% and below)
C = 525-599 pts (70-79%)	

POLICIES:

Regular and Prompt attendance is a requirement for the course. Should it be necessary for you to be absent, you MUST call the instructor PRIOR to the absence. Tardiness and inadequate preparation August constitute an absence. Each unexcused absence will result in 10 points being deducted off your class participation score.

All assignments must be typed unless otherwise stated. Late work will not be accepted.