

Chaminade **University** of Honolulu
Summer 2000 Session
July 5, 2000 - September 13, 2000
Kaneohe Campus

COURSE: Communication 140 ~~Personal~~ and Public Speech

CREDITS: 3 Credits

LOCATION: Kaneohe MCBH - BLDG. 219 or 220

TIME: Saturdays, 0800-1210

INSTRUCTOR: Steven Jones

COMMUNICATIONS: Telephone: 739-0167(evenings), 839-9885 ext. 13(daytime)
Email - sheathj@aol.com

OFFICE HOURS: By Appointment

TEXTBOOK: Verderber, Rudolph F. 1999, *Communicate!*, Wadsworth Publishing. (9th edition)

INTRODUCTION AND DESCRIPTION:

Introduction to major forms of oral communication. Activities for students to learn effective speaking skills for two-person, small groups and public situations. Examination and application of basic principles of message development.

CLASS OBJECTIVES:

- To help students overcome their fear of public speaking;
- To make students more aware of communication as a process;
- To help students realize the **powerful** impact of their words;
- To acquaint students with how people communicate nonverbally;
- To **encourage** students to be more effective listeners;
- To introduce students to effective group discussion techniques; and,
- To help students learn effective public speaking skills.

CLASS FORMAT:

This course is designed primarily as a lecture course but with a heavy, interactive, experiential component in which all students are expected to actively participate. Chapters of the textbook will be assigned in advance for homework. It is very important that all students read the assigned chapters prior to class and come well prepared to discuss the material as an informed and knowledgeable participant. This course uses a

variety of approaches including lecture, general class discussion, small group work and student presentations.

REQUIREMENTS:

1. regular and prompt class attendance,
2. thoughtful and active participation in class discussions and activities;
3. completion of required readings and assignments prior to each class meeting;
4. completion of three quizzes and one final exam;
5. completion of two speech outlines - informative and persuasive;
6. presentation of two speeches - informative and persuasive; and,
7. submission of a personal journal containing completed assignments.

GRADING:

The grading will be based on:

1. quiz # 1	5%
2. quiz #2	5%
3. quiz #3	5%
4. attendance/participation	10%
5. personal journal	10%
6. informative speech outline	10%
7. persuasive speech outline	10%
8. informative speech	15%
9. persuasive speech	15%
10. final exam	15%

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 0-59, I = Incomplete

CLASS POLICIES:

1. You may have one absence without a grade penalty. For each absence beyond the first, your final grade will be lowered one letter grade.
2. Being present for class means that you arrived on time and stayed until class is over.
3. If you are not present in class, please remember that you are still responsible for the material covered.
4. Assignments must be completed on the specified due date. Work that is **turned** in late will be penalized one letter grade per week.
5. You may make up a quiz, speech or exam with verification that circumstances were beyond your control.
6. Speech outlines should be typed.

September 2 Conversations
 Communicating in Relationships
 Group Communication
 Leadership in Groups
 Reading Assignment: Chapters 7, 8, 10 & 11
 OUTLINES FOR PERSUASIVE SPEECH DUE

September 9 Persuasive Speeches
 Final Exam
 PERSONAL JOURNALS DUE

Please Note: The class schedule is subject to change at **the instructor's discretion.**