

CHAMINADE UNIVERSITY OF HONOLULU
INSTRUCTOR: Fely A. Serra
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Pr4

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

- A. EXAMS: Two exams will be administered... 20%
- B. ATTENDANCE, CLASS PARTICIPATION, AND IMPROVEMENT 30%
1. Attendance is important. It is mandatory for **s** **peeches** 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.

COM 140
Fely Serra
Pearl Harbor - Tuesday, July 11 - September 12, 2000

TENTATIVE SCHEDULE

- July 11 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
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
Assignment: Prepare a one-man T. V. commercial for next
 Class: 30 seconds - 1 minute - any product
Activity: Bio Poem/Who's Who
- July 18 Due: 1 or 2 paragraphs about job/responsibilities
Due: Perception of Self Paper/Objectives
Due: Speech faults - errors in sounds
Disc: Chapter I - 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: T. V. Commercial
Talk #1: Pet Peeves
Assignment: Due next week
 5 Informative and 5 Persuasive Topics
(need - volunteer to type list)
- July 25 Activity: Pass out topics
Disc: Chapter 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 - 1 or 2 paragraphs each

- Aug. 1 Due: Perceptions for chapters 1-9
 Lecture: Speeches for different occasions - plus
 Eulogy due next week
 Disc: Chap. 6 - Listening
 7 - **Conversations**
 15 - Organizing - introductions/Conclusions
 Assign: 3 Introductions and 3 Conclusions
- August 8 Due: 3 Introductions and 3 Conclusions
 Due: Typed Eulogy
 Listen to speeches for different occasions
 Disc: Chap. 8 - Communicating in Relationships
 9 - Job Interviewing
 17 - Informative Speaking
 18 - Persuasive Speaking
 Review for Mid-Term
 Assign: Students for job interviews - 3 or 4 pairs
- August 15 Read 2 -3 eulogies
 Disc: Chap. 10 -Participating in Small Groups
 11 - Leadership in Groups
 MID-TERM - Chapters 1-9
 Be prepared for current events discussion
- August 22 Listen to Informative Speeches
- August 29 1. Ask for 2-3 volunteers
 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
- Sept. 5 Listen to Volunteer Speakers
 Written Finals (Chapters 10-18)
- Sept. 12 Listen to Persuasive Speeches

D. **INDIVIDUAL AND GROUP ACTIVITIES**

1. Oral
2. Written

E. **ACADEMIC REGULATIONS:**

Writing standards (2000-2001 Catalog, vol. 45, p.42)

GRADES

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 & below

Grading Criterion as stated in the **Chaminade** undergraduate catalog is as follows:

A - Outstanding scholarship and an unusual degree of intellectual initiative.

B - Superior work done in a consistent and intellectual manner.

C - Average grade indicating a competent grasp of subject matter.

D - Inferior work of the lowest passing grade, is not satisfactory for fulfillment of prerequisite coursework.

F - Failed to grasp even the minimum subject matter; no credit given.

I - Did not complete a small **portion** of the work or **final** examination due to **circumstances** beyond the student's control.

The issuance of an "I" grade is not automatic. Prior to reporting of grades a contract must be made between the student and the instructor for the completion of the course. Sufficient time should be allowed to permit completion of the work, evaluation, and reporting of the final grade within 90 days **after** the end of the semester or term. This limit may not be extended. If the instructor prior to the deadline does not submit a new grade for the course, the alternate grade, indicated in the contract will be recorded.