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**Chaminade University of Honolulu**  
**Winter Evening**  
**January 10 - March 22, 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](mailto:sheathj@aol.com)

**OFFICE HOURS:** By Appointment

**TEXTBOOK:** Verderber, Rudolph F. 1999, *Communicate!*, Wadsworth Publishing. (9<sup>th</sup> 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

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. <b>attendance/participation</b> | 10% |
| 5. personal journal                | 10% |
| 6. informative speech outline      | 10% |
| 7. persuasive speech outline       | 10% |
| 8. <b>informative</b> 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.

SCHEDULE  
Communication 140 - Personal and Public Speech  
Winter Evening 2000

October 8	Course <b>Orientation</b> and <b>Discussion of Requirements</b> <b>Introductions</b>
October 15	Communication Perspective Perception of Self and Others Reading Assignment: Chapters I & 2
October 22	Verbal <b>Communication</b> in Relationships and Public Speaking Nonverbal Communication in Relationships and Public Speaking Reading <b>Assignment:</b> Chapters 3 & 4
October 29	Topic and Goal Research Reading Assignment: Chapters 12 & 13 Quiz #1 ( <b>Chapters</b> 1, 2,3 & 4)
November 5	<b>Organizing</b> Your Speech Informative Speaking Reading Assignment: Chapters 14 & 17 <b>TOPICS FOR INFORMATIVE SPEECH DUE</b>
November 12	Adapting to Your Audience Presenting Your Speech Reading Assignment: Chapters 15 & 16 <b>OUTLINES FOR INFORMATIVE SPEECH DUE</b> Quiz #2 ( <b>Chapters</b> 12,13,14 & 17)
November 19	Self-disclosure and Feedback <b>Listening</b> Persuasive Speaking Reading Assignment: Chapters 5, 6 & 18
November 26	Informative Speeches <b>Quiz #3 (Chapters</b> 5, 6,15,16 & 18) <b>Topics FOR PERSUASIVE SPEECH</b> DUE

December 3	Conversations <b>Communicating</b> in Relationships Group Communication Leadership in Groups Reading Assignment: Chapters 7, 8, 10 & 11 OUTLINES FOR <b>PERSUASIVE</b> SPEECH DUE
December 10	Persuasive Speeches Final Exam PERSONAL JOURNALS <b>DUE</b>

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