



COMMUNICATE!

Introduction to Personal & Public Speech

Chaminade University of Honolulu
Instructor:

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DESCRIPTION

Introduction to major forms of oral communication. Activities for students to learn communication in public, interpersonal and small-group situations. Examination and application of basic principles of message development.

TEXTBOOK

Verderber, R. F. (Latest edition). *Communicate!* Wadsworth.

PERFORMANCE OBJECTIVES j OUTCOMES

After taking this course, students will be able to-

1. understand a definition of communication.
2. deliver effective speeches.
3. construct organized, well-documented speeches.
4. apply theories of effective persuasion to influence audiences.
5. recognize how social perception affects communication.
6. explain how word choice impacts the interpretation of messages.
7. understand how and what people communicate nonverbally.
8. identify ways to communicate more effectively in interpersonal situations.
9. know how to be an effective group discussion leader and participant.
10. realize the cross-cultural diversity in communication behaviors.

POLICIES

Attendance and **punctuality** at **all class sessions are mandatory.** ~~Records of attendance~~ are kept daily.

You may have a total of three (3) unexcused absences without penalty. However, each additional absence, **WHETHER EXCUSED OR UNEXCUSED**, is an automatic minus -36 points from the total point system. Excessive absences will result in course failure. Similarly, tardiness will result in a deduction of points. Conversely, perfect attendance will be beneficial in determining borderline grades.

- If you fail to show upon the day of your speech without having made prior arrangements to reschedule as explained below, you will receive an automatic zero (0) for the assignment and will not be allowed to make it up.
- If you know in advance that you cannot attend class on the day of your speech, it is your responsibility to make arrangements with a class member for the switch of days and to inform me of such a change.

You may make up a test or speech only with written verification that circumstances were **BEYOND YOUR CONTROL**-not being prepared, having too many other assignments, work responsibilities, etc. are **NOT** valid excuses. In such a case, notify me **BEFORE** class.

- If you are not present in class, you are still responsible for the material covered:

Chapter quizzes-both announced and unannounced-will be given at the start of the class period several times throughout the semester. All quizzes will be based on the **assigned readings** and cannot be **made up** in *the event of tardies or* absences.

- By definition, DEADLINE is a date or time before which something must be done. Therefore, all speech outlines must be turned in on the specified dates. Late outlines will not be accepted... period.
- If you fail to give your persuasive speech and take the final exam, you will not pass the course.
- During class presentations, please be courteous and refrain from personal conversations; they distract speakers. Students who disrupt class by talking will be warned and/or dismissed.
- Ringers from cell phones or pagers should be kept at a soft volume.
- If you are one of the 'lucky' ones to give your speech on the first scheduled day, you are still expected to do well. And, since 'everyone **learns** from other people's mistakes,' subsequent speeches are expected to be of higher quality.

How to calculate my final grade for COM 140:

Assignments & Exams	Column 1 YourGrade:	Column 2 Match with value listed below Point Value:	Column 3 Percentage:	Column 4 MULTIPLY: Column 2 x Column 3 Computed Score:	Column 5 ADD: Running total of Column 4 Cumulative Computed Score:	Column 6 Total Percentage:	Column 7 DIVIDE: Column 5 by Column 6 (use whole #s) Current Point Average:	Column 8 Match with value listed below Your Letter Grade Equivalent:
Self Speech			10			10		
Informative (Delivery)			15			25		
Informative (Outline)			5			30		
Midterm Exam			15			45		
Persuasive (Delivery)			20			65		
Persuasive (Outline)			5			70		
Impromptu			10			50		
Chapter Quiz 26			5			85		
Subtractions (absent, to rdy)						85		
Final Exam			15			100		

Grade Scale: A=12 **A- = 11** **B+ = 10** Bag B- a8 C+a7 Cue **C- = 5** D+ a4 **D = 3** D- a2 **F = 1**

Absences:

Tardies: -

SEMESTER COURSE SCHEDULE

WEEK	TOPIC	REFERENCED ASSIGNMENTS
1	Course overview Defining Communication	Chapter 1
2	Delivering Your Speech	Chapter 16
3 & 4	SELF SPEECHES	
5	Speaking to Inform Organizing Your Presentation	Chapter 17 Chapters 12, 13, 14 & 15
6&7	INFORMATIVE SPEECHES	
8	Speaking to Persuade	Chapter 18
9	MIDTERM EXAM Social Perception & Communication	Chapter 2
10 & 11	Verbal Communication Nonverbal Communication	Chapter 3 Chapter 4
12	PERSUASIVE SPEECHES	
13	Interpersonal Communication	Chapters 5, 6, 7 & 8
14	IMPROMPTU SPEECHES	
15	Group Communication	Chapters 10 & 11
Finals	Final Exam-- Date & time to be announced	