

F10'01

SYLLABUS

Communication 140: **Personal & Public Speech**
Chaminade University of Honolulu
Henry Hall Room 104
Fall Semester 2001, MWF 1:00-1:50 pm

Instructor: Arlene Cabacungan, MA
Phone: **734-6999** home/office
[Email: acabacu@chaminade.edu](mailto:acabacu@chaminade.edu)
Office Hours: after class, by appointment, phone, email

Textbook: Verderber, R.F. & Kathleen Verderber. (10th Ed.). 1999. *Communicate!* Belmont: Wadsworth.

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 applications of basic principles of message development.

Objectives & Outcomes: After taking this course, you 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 persuade audiences.
5. Recognize how social perception affects communication.
6. Explain how word choice impacts the interpretation of messages.
7. Understand how and why 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 & Procedures:

1. Attendance is a vital part of your learning experience in this course. Class activities and participation cannot be made up. Speaking assignments require your attendance as a participant and as a listener. Regular and timely class attendance, timely completion of homework, and meetings with the instructor when you have problems will help you succeed in this course.
2. If you are not present in class or arrive late for class, you are still responsible for the material covered and assignments. Make sure to get your classmates phone numbers or email addresses or see/call/email me.
3. You may make up a test or speech with verification that circumstances were beyond your control. In such a case, please notify me before class or as soon as possible. Nursing a common cold, picking up someone at the airport, or not finding a babysitter are not considered legitimate excuses.
4. Every 2 unexcused absences will result in your grade being dropped one letter. For example, if your final grade is an A, it will be dropped to a B for 2 unexcused absences, then to a C for 2 more unexcused absences, etc.
5. Be aware of assignment deadlines and requirements. Your assignments must be personally submitted at the beginning of the class session to be accepted on time; otherwise, they will be considered late and 10% points will be taken off accordingly. Exceptions will be made upon verification that circumstances were beyond your control.
6. All written work to be turned in for credit (except in-class critiques) must be typed, 12 pt. font, times new roman, arial or a similar font, 1 inch margins.
7. For your speeches, you will be signing up for the order in which you will be presenting your speech, unless the instructor has predetermined an order. You may, however, make arrangements with another class member to switch **your order**. Please notify me as soon as possible of such changes.
8. If you are one of the "lucky" ones to give your speech first, you are still expected to do well; however, I will consider the anxiety of the "first rounders." Obviously, following speakers are expected to learn from the evaluations of previous ones.
9. 10 points will be deducted from your grade each time if you are not ready to give your presentation when called upon to give your speech. If you miss your presentation time due to an absence, you will be expected to give your speech the day you return to class.
10. You will be doing peer evaluations which is an integral part of this course; giving constructive feedback based on established criteria is a necessary skill to develop.
11. Videotaping of various assignments in the classroom may occur occasionally and will be used for instructor/individual feedback.
12. In respect to others, please follow simple courtesies, e.g. no personal conversations while others are presenting, no eating while others are presenting, make sure beepers and cell phones are silent, no leaving/returning in the middle of presentations, etc. Any student who does not comply with this policy may be warned and/or asked to leave the class for the day and docked participation points for the day.

COURSE SCHEDULE*

DATE	TOPIC	READINGS
8/27	Syllabus, Introductions	
8/29	Informative Speaking	Ch. 17
8/31	Informative Speaking	
9/3	Labor Day-no class	
9/5	Topic & Goal	Ch. 12
9/7	Research	Ch. 13
9/10	Organization <i>Due: Informative Speech Outline-1st Draft</i>	Ch. 14
9/12	Adapting to Audiences Verbally & Visually	Ch. 15
9/14	Presenting Your Speech	Ch. 16
9/17	Presenting Your Speech	
9/19	Presenting Your Speech	
9/21	Review Informative Speech Requirements	
9/24	Informative Speeches	
9/26	<i>Due: Informative Speech Outline-Final Version</i>	
9/28	Informative Speeches	
	Informative Speeches	
10/1	Informative Speeches	
10/3	Persuasive Speaking	Ch. 18
10/5	Persuasive Speaking	
10/8	Columbus Day-no class	
10/10	MIDTERM Ch. 12-18 <i>Due: Demonstration Speech Outline-1st Draft</i>	
10/12	Review Demonstration Speech Requirements	
10/15	Demonstration Speeches <i>Due: Demonstration Speech Outline-Final Version</i>	
10/17	Demonstration Speeches	
10/19	Demonstration Speeches	
10/22	Demonstration Speeches	
10/24	Demonstration Speeches	
10/26	Communication Perspective	Ch. 1
10/29	Perception of Self & Others	Ch. 2
10/31	Verbal Communication	Ch. 3
11/2	Nonverbal Communication	Ch. 4
11/5	Conversations	Ch. 5
11/7	Listening	Ch. 6
11/9	Self-Disclosure & Feedback	Ch. 7
11/12	Veteran's Day-no class	
11/14	Communication in Relationships	Ch. 8
11/16	<u>Interviewing</u>	Ch. 9
11/19	Group Communication	Ch. 10
11/21	Leadership in Groups <i>Due: Persuasive Speech Outline-1st Draft</i>	Ch. 11
11/23	Thanksgiving-no class	
11/26	Review Persuasive Speech Requirements	
11/28	Persuasive Speeches <i>Due: Persuasive Speech Outline-Final Version</i>	
11/30	Persuasive Speeches	
12/3	Persuasive Speeches	
12/5	Persuasive Speeches	
12/7	Persuasive Speeches	
12/10	Impromptu Speeches	
12/12	Impromptu Speeches	
12/14	Final Exam: Ch. 1-11	

*subject to changes

EVALUATION & GRADING

ASSIGNMENT	POINTS	MY SCORE
Midterm	100	
Final Exam	100	
Informative Speech Outline	50	
Informative <u>Speech</u>	100	
Demonstration <u>Speech</u> Outline	50	
Demonstration <u>Speech</u>	100	
Persuasive <u>Speech</u> Outline	50	
Persuasive <u>Speech</u>	100	
Impromptu Speech	100	
Class <u>Participation</u>	250	
	TOTAL	
	Divide b 10	

Grade Scale: A=100-90 B=89-80 C=79-70 D=69-60 F=59-0

Class Participation: Everyone receives 250 points at the beginning of the course. Everyone is expected to fully participate in class discussions and exercises. 5 points or increments thereof will be subtracted for each class session you do not fully participate in a discussion or an exercise. 5 points will be subtracted for every excused absence. Two 10 minutes tardies will be considered an absence. Every 2 unexcused absences will result in your grade being dropped one letter. For example, if your final grade is an A, it will be dropped to a B for 2 unexcused absences, then to a C for 2 more unexcused absences, etc.