

**Chaminade University**  
COM320 Professional Presentations  
Spring 2014

**Instructor:** Danielle Lum, APR  
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**Course objectives:**

- Increase your confidence in public speaking ability
- Learn principles of effective public speaking
- Reinforce existing speaking skills and identify areas for improvement
- Demonstrate effective aspects of speech preparation
- Demonstrate effective aspects of speech delivery
- Appropriately apply public speaking skills to a variety of speech contexts

**Requirements:**

- **Attendance.** Because this course emphasizes live performance as well as class discussion, attendance at all class sessions is imperative. You can't do public speaking without a public. If you miss class the day you are expected to present a speech or turn in an assignment you will *NOT BE ABLE TO MAKE UP* that activity or present the speech on a subsequent date. The grade is a zero. If you do miss class, it is your responsibility to get the information that was covered from your classmates.
- **Timeliness.** Students are expected to be on time, ready to participate in class.
- **Textbook.** No textbook required. (you're welcome)
- **Participation.** There will be ample opportunity for group discussions. Positive participation is expected. Disruptive behavior will not be tolerated and will result in loss of points and expulsion from class.
- **Carbon paper.** Each student must have at least 20 sheets of carbon paper for this class.
- **Exams.** There will be no written examinations. (you're welcome)
- **Cell phones.** Turn off cell phones before coming to class. Ringing cell phones will cost the owner 2 points. Should my cell phone go off during class, the entire class will receive 2 points.

**Grading:** There will be a maximum of 600 points possible for the semester, allocated as follows:

Informational Speech:	100
Impromptu Speech:	100
Demonstration Speech:	100
Persuasive Speech:	100
Special Events Speech:	200

540 - 600 points	A
480 - 539 points	B
420 - 479 points	C
360 - 419 points	D
<359 points	F

**IMPORTANT DATES**

**No Class: January 16**

**Informational Speeches: February 11 & 13**

**Impromptu Speeches: February 25 & 27**

**Demonstration Speeches: March 18 & 20**

**Spring Break March 24 - 28**

**Persuasive Speeches: April 8 & 10**

**Special Events Speeches: April 24, 28 & May 1**