Com 140 Personal & Public Speech MWF 11-11:50am Fall 2001 Henry Hall Room 203

Instructor: Angela Niu Phone number: 391-2881

Office hours: MWF 10-10:50 or by appointment

Course Description:

This course is designed to familiarize students with major forms of oral communication. Students will learn effective speaking skills for two-person, small groups and public situations through various exercises. The course will examine basic principles of message development.

Textbook:

Verderber, Rudolph F. & Verderber Kathleen S., <u>Commur</u> ate! Tenth Edition. CA: Wadsworth, 2002.

Performance objectives/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 persuade audiences
- 5. recognize how social perception affects communication
- 6. explain how word choice impacts the interpretation of messages
- 7. understand what and how people communicate nonverbally
- 8. identify ways to communicate more effectively in interpersonal situations
- 9. know how to be an effective group discussion leader & participant
- 10, realized the Cross-cultural diversity in communication behaviors

Policies:

Students are expected to attend every class and turn in all assignments on time. Students are expected to present a professional attitude toward learning. No late assignments are allowed. Since this course is dedicated to speech training, students are required to speak up in class and participate in class discussions actively. Only three absences are allowed. A doctor's note is required, if a student will be absent for more than three classes. It is vital for each student to attend class on time. If a student is late to class for more than 10 minutes, he/she will be given a tardy record. Being tardy three times will be counted as one absence. Students with a perfect attendance record will receive bonus points

Course Requirements:

Attendance 10 points Class Participation 20 points Assignments 15 points
Midterm Exam 25 points
Final Paper 30 points

Grading:

A=90-100 points B=80-89 points C=70-79 points D=60-69 points

F=59 points and below

Com 343 Course Schedule

one 8/27 Course introduction 8/29 Nonverbal behavior Chapter 1 two 9/3 No Class (Holiday) 9/5 Physical appearance Chapter 2 9/7 Physical appearance Chapter 2 three 9/10 Gesture & movement Chapter 3 9/12 Gesture & movement Chapter 3 four 9/17 Facial behavior Chapter 4 9/19 Facial behavior Chapter 4 9/21 Facial behavior Chapter 4 9/26 Eye behavior Chapter 5 9/28 Vocal behavior Chapter 6 six 10/1 Vocal behavior Chapter 6 six 10/3 Vocal behavior Chapter 6 seven 10/8 -No Class (Holiday) seven 10/8 -No Class (Holiday) eight 10/15 Touch & communication Chapter 7 eight 10/17 Touch & communication Chapter 10 nine 10/22 E	Week	<u>Date</u>	Topics	Reading
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	11/30	Assign Final Paper	
fifteen	12/3	Intercultural relationships	Chapter 15
	12/5	Intercultural relationships	Chapter 15
	12/7	Cross cultural experience (party!)	Final Paper Due