

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., Commur 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**

<u>Week</u>	<u>Date</u>	<u>Topics</u>	<u>Reading</u>
one	8/27	Course introduction	
	8/29	Nonverbal behavior	Chapter 1
	8/31	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
	9/14	Gesture & movement	Chapter 3
four	9/17	Facial behavior	Chapter 4
	9/19	Facial behavior	Chapter 4
	9/21	Facial behavior	Chapter 4
five	9/24	Eye behavior	Chapter 5
	9/26	Eye behavior	Chapter 5
	9/28	Vocal behavior	Chapter 6
six	10/1	Vocal behavior	Chapter 6
	10/3	Vocal behavior	Chapter 6
	10/5	Midterm Exam	
seven	10/8	--No Class (Holiday)--	
	10/10	Space & territoriality	Chapter 7
	10/12	Space & territoriality	Chapter 7
eight	10/15	Touch & communication	Chapter 8
	10/17	Touch & communication	Chapter 8
	10/19	Touch & communication	Chapter 8
nine	10/22	Environment & physical surroundings	Chapter 9
	10/24	Environment & physical surroundings	Chapter 9
	10/26	Environment & physical surroundings	Chapter 9
ten	10/29	Time	Chapter 10
	10/31	Time	Chapter 10
	11/2	Time	Chapter 10
eleven	11/5	Immediacy	Chapter 11
	11/7	Immediacy	Chapter 11
	11/9	Immediacy	Chapter 11
twelve	11/12	--No Class (Holiday)--	
	11/14	Female & male relationships	Chapter 12
	11/16	Female & male relationships	Chapter 12
thirteen	11/19	Supervisor-subordinate relationships	Chapter 13
	11/21	Supervisor-subordinate relationships	Chapter 13
	11/23	--No Class (Holiday)--	
fourteen	11/26	Teacher-student relationship	Chapter 14
	11/28	Teacher-student relationship	Chapter 14

fifteen	11/30	Assign Final Paper	
	12/3	Intercultural relationships	Chapter 15
	12/5	Intercultural relationships	Chapter 15
	12/7	Cross cultural experience (party!)	Final Paper Due