

CHAMINADE UNIVERSITY OF HONOLULU
INSTRUCTOR: Fely A. Serra
PHONE: 833-0164

COM 140 PERSONAL AND PUBLIC SPEECH

OBJECTIVES

1. Develop an understanding of self and others.
2. Develop an awareness of non-verbal communication.
3. Develop interpersonal relationship skills.
4. Develop skills in listening.
5. Develop an understanding and skill for language usage.
6. Understand the process of communication theory.
7. Develop confidence in different speaking situations.
8. Gain organization and message development skills.
9. Develop thinking (reasoning) skills.
10. Develop skills in persuasion.

DESCRIPTION

Introduction to major elements in speech. Activities for students to acquire competence in two-person, small group, and public situations. Examination and application of basic principles of message development.

TEXTBOOK- COMMUNICATE! , 10th ed.

Authors: Rudolph F. Verderber
Kathleen S. Verderber

CLASS GUIDELINES

- A. EXAMS: Two exams will be administered
- B. ATTENDANCE, CLASS PARTICIPATION, AND IMPROVEMENT
1. Attendance is important. It is mandatory for speeches and exams. Oral and written midterms and finals must be taken to pass the course. Absence, whether excused or unexcused will affect your grade. Class participation helps a student to grow and improve in the basic skills of public speaking.
 2. Promptness at all class sessions is expected.
 3. If you are not present in class, you are still responsible for materials covered.
 4. Assignment(s) missed due to absence must be turned in during the next class session.
 5. You may make up a test or a speech with verification that circumstances were beyond your control. In such a case, please notify me BEFORE class. (Nursing a common cold, picking up someone at the airport, or not being ready for an assignment are not considered legitimate excuses.)

C. SPEECHES

1. Two or three short talks (3 - 5 minutes)
2. One Informative Speech (5 - 7 minutes)
3. One Persuasive Speech (7 -10 minutes)
 - (a) with or without visual aides
 - (b) Outline due on day of delivery – 3 sources of information - including a bibliography
4. Participation in an interview or reporting orally on part of a chapter.
5. Participation in group discussions.

D. WRITING STANDARDS FOR TESTS

- Use correct grammar, spelling, punctuation and sentence structure.
- develop ideas and main points clearly and concisely.
- write for your reader.

E. INDIVIDUAL AND GROUP ACTIVITIES

1. Oral
2. Written

F. ACADEMIC REGULATIONS:

Writing standards (2000-2001 Catalog, vol. 45, p.42)

G. COMMUNICATION 140 POLICIES (See attached)

H. GRADES:

A = 90 - 100
B = 80 - 89
C = 70- 79
D = 60 - 69
F = 59 & below

TENATIVE SCHEDULE

Campus -August 28 - December 12, 2001

- Aug. 28 Introduction
 Discuss syllabus
 Basic Skills in Speaking
 A. Stance, Eye Contact, Gestures
 B. Speech Faults
 1. Addition: idea - idear
 2. Omission: desk - des
 3. Substitution: this - dis
 Assignment: 1. Objectives - Goals for class - 1 or 2 sentences
 2. Perception of Self Paper
- Aug. 30 Go over list of words with sound errors - phonetics
 Assignment: Prepare a one-man TV commercial for next class -
 30 seconds - one minute - any product
- Sept. 4 1. Due: Speech Faults - List w/ sound errors
 2. Due: Perception of Self Paper/Objectives
 Activity: Bio Poem/Who's Who
- Sept. 6, 11 Disc: Chap. 16 - Practicing the presentation of your speech
- Sept. 13, 18 Disc. Chap. 1 - Communication Perspective
 2 - Perception of Self & Others
- Sept. 20 Disc. Chap. 3 - Verbal Communication
 4 - Non-verbal
- Sept. 25 Disc. Chap. 3 and 4 - Continue/review
- Sept. 27 Disc. Chap. 5 - Conversation
 Chap. 6 - Listening
- Oct. 2 Disc. Chap. 7 - Self Disclosure & feedback
 Chap. 8 - Communicating in Relationships
- Oct. 4 Disc. Chap. 9 - Interviewing
- Oct. 9 Disc. Chap. 17 - Informative Speaking
- Oct. 11 Disc. Chap. 17 - Continue w/ Informative Speaking
- Oct. 16 Disc. T.V. Commercials - memorized
 (Bring product Oct. 23)
 Review for Mid-term, Chapters 1-9
- Oct. 18 MID-TERM - Chapters 1 - 9

Oct. 23	Activity: T. V. commercial TV Room No.
Oct. 25	Activity: Suggested topics: 5 info/5 persuasive Activity: "Keep in Touch" and "The Giving Tree" Talk #1: Pet Peeves
Oct. 30	Activities: Continue - Pet Peeves - if needed Disc: Chap. 12 -Determining your goal Disc. Chap. 13 - Doing Research
Nov. 1	Disc. Chap. 14 - Organizing Chap. 15 - Adapting Verbally & Visually Assignment: 3 intros and 3 conclusions
Nov. 6, 8	Listen to Informative Speeches Due: Intros and Conclusions
Nov. 13, 15	Disc.Chap. 18 - Persuasive Speaking Lecture: Speeches for special occasions plus eulogy
Nov. 20	Activity: Listen to a few special occasion speeches Due: All typed eulogies Assignment: Be prepared for current event topics
Nov. 27	One current topic Two job interviews Disc. Chap. 10 - Participating in group communication Chap. 11 - Member roles & leadership in groups
Nov. 29	Persuasive Speech Finals
Dec. 4	it it ..
Dec. 6	it if ..

FINALS:

12:30- class - Tuesday, December 11 -12:45 p.m. - 2:45

2:00 class - Wednesday, December 12, 8:00 -12:45 p.m. - 2:45