

FD-01

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Fall 2001

Chaminade University of Honolulu  
Communication 140 Personal and Public Speech (3 cr.)  
Course Syllabus

TEXTBOOK: Vanderber, Randolph F. (2002). Communicate! (10<sup>th</sup> ed.)  
Wadsworth Publishing Company

COURSE DESCRIPTION

Speech 140 is an introduction to major forms of oral communication. Activities are for students to learn effective speaking skills for two-persons, small groups, and public situations. Students will investigate about and apply basic principles of message development during in-class activities, discussions, and public speaking presentations.

PERFORMANCE OBJECTIVES I 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. realize the cross-cultural diversity in communication behaviors
11. understand the concept of propaganda
12. know how to interview effectively

**A Student participates effectively when she/he:**

~~Shares with others.~~ It is important to share ideas, thoughts, questions, comments, and concerns. **Talking the most, however, is not necessarily "sharing" effectively.**

2. **Actively encourages others to become involved in the discussion, either by asking questions or expressing appreciation for their ideas, feedback, or contributions.**
3. **Respects the rights of others to express their opinions and beliefs even when those unique insights may be in opposition of her/his own views. Such openness does NOT mean that you have to agree with me or others in the class; rather it means simply that you have to be willing to listen to differing opinions.**
4. **Actively contributes to the success of small group discussions and in-class projects, exercises, and activities by participating willingly and supporting others in the group.**
5. **Shows increasing ability to synthesize material from the course and incorporate it in in-class discussions and activities.**
6. **Reads assigned material before coming to class so that s/he can raise questions, discuss issues and demonstrate knowledge and understanding of the concepts either through discussion and in-class exercises or through written assignments.**
7. **Attends class regularly, not only so the s/he can benefit from the contributions of others but also so others can benefit from his/her contributions.**

**If you have question about any of the above criteria, please feel free to discuss them with me.**

**Instructional Procedures for the Course**

1. **Regular class attendance is strongly emphasized. Students will be held responsible for all activities and material covered in class. Because of the participatory nature of the class, students are expected to be present to benefit from in-class discussions and exercises. Students can expect to be penalized for excessive absences. Military assignments/deployment will be considered.**
2. **No hidden agenda will be revealed either in class or on tests, and guessing games are not required to perform satisfactorily in the course. Students will be given explicit statements of requirements for all major assignment.**
3. **Late assignment will be penalized. Acceptance by instructor's approval.**

## GRADING SYSTEM GUIDE

Each graded assignment earns points. Your final grade will be a letter grade based on the accumulated points.

Because participation is a significant part of the class and a basis for determining a portion of your final grade, it is important that you understand how you can participate successfully in the class. Listed below are the criteria/guide to be used in evaluating your participation.

95% - 418	A	Major Areas to Consider
85%-376	B	1. Speeches
75%-330	C	2. Written Exam
65%-286	D	3. Research/Participation/Attendance

L.C. Viduya, Jr., Instructor

Fall 2001  
Tue/Thur

Chaminade University of Honolulu  
COMMUNICATION 140  
Personal and Public Speech

Session	Date	Activity	Reading/Assignment
1	08/28/01	Course Syllabus and Overview Meet Class Members "Communication Perspective"	Chapter 1
2	08/30/01	Continue Communication Perspective "Perception of Self and Others" Brain Study	Chapter 2
3	09/04/01	Personal Experience Speech Presentation	
4	09/06/01	"Verbal Communication"	Chapter 3
5	09/11/01	"Nonverbal Communication"	Chapter 4
6	09/13/01	"Participating in Small Groups" Establish Groups	Chapter 10
7	09/18/01	"Leadership in Groups"	Chapter 11
8	09/20/01	"Listening Skills" Group Interaction	Chapter 6
9	09/25/01	Group Presentation/Problem Solving	
10	09/27/01	Group Presentation/Problem Solving Developing Your Manuscript Speech	
11	10/02/01	Mid Term Exam	Chapter 1, 2, 3, 4 6, 10, 11
12	10/04/91	"Informative Speech" Discussion	Chapter 17
13	10/09/01	Topic and Goal	Chapter 12
14	10/16/01	"Research"	Chapter 13
		"Organization"	Chapter 14

Session	Date	Activity	Reading/Assignment
15	10/18/01	"Adapting to Audiences Verbally and Nonverbally"	Chapter 15
		"Presenting Your Speech"	Chapter 16
16	10/23/01	Informative Speech Presentation	
17	10/25/01	Informative Speech Presentation	
18	10/30/01	Informative Speech Presentation	
19	11/01/01	"Persuasive Speech" Discussion	Chapter 18
20	11/06/01	"Self-Disclosure and Feedback"	Chapter 5
21	11/08/01	"Conversations"	Chapter 7
22	11/13/01	"Communication in Relationships" Manuscript Speech Due	Chapter 8
23	11/15/01.	Persuasive Speech Presentation	
24	11/20/01	Persuasive Speech Presentation	
25	11/27/01	Persuasive Speech Presentation	
26	11/29/01	Job Interviewing	Chapter 9
27	12/04/01	Propaganda	
28	12/06/01	Final Exam	Chapters 5, 7, 8 9, 12, 13, 14 15, 16, 17, 18 Propaganda

**Holiday/No Class:**

**November 22, 2001**

**Thanksgiving Day**

**\*Schedule subject to change as the need arises.**