

FE '01

~~Chaminade~~ University of Honolulu
Fall 2001 Accelerated Course

Syllabus

Com 140⁰ Personal & Public Speech

Time: Wednesday nights from 4:45 to 9:00 p.m.

Dates: October 3, 10, 17, 24, 31;
November 7, 14, 21, 28;
December 5

Location: Pearl Harbor - Room # TBA

Professor: Kimberly A. Carter
Email:
Home phone: 394-8704
(Feel free to call with your questions any day, *before 8:00 p.m.*)

Office Hours: After class, by pre-arranged appointment

Required Text & Materials:

Communicate! 10th edition (2001) by Rudolph & Kathleen Verderber.

One pack of index cards (3x5)

Attend one Toastmasters meeting of your choice

Electronic Sources:

- *Reference page for*

Toastmasters International (2000). [Online]. Available:
<http://www.toastmasters.org/>

Content

This course, Personal & Public Speaking, explores major forms of oral communication through active learning. The development of speeches, both in & out of class, can significantly increase a student's confidence & ability to communicate. We will experiment with a range of activities designed to increase speaking skills one-on-one, & in small group & public situations.

Part of our class time will be spent developing a clear understanding of the basic principles of message development, the power & functions of language, & the relationships between message content & audience temperament & participation. Much of our time, however, will be spent performing speeches, watching our classmates perform, then evaluating one another against such criteria as speech organization, content, use of visual aides, & sense of professionalism. We will videotape at least one of your speeches for self-preview.

Each student will be responsible for planning & performing a range of speeches in class, including self-introduction, impromptu, demonstration, persuasive & ceremonial. Students also will be responsible for attending at least one Toastmaster's International meeting, as a criterion for passing this class. Be prepared to participate in a meeting during the next ten weeks. They are offered during the day & night, in neighborhoods & business districts all over the state.

Course Objectives

By completing this course successfully, each student should be able:

- To identify specific factors that influences a speaker's level of effectiveness. Elements such as level of preparation, environment & audience involvement play a large part in a speaker's success.
- To recognize how personal use of language, personal style, & verbal & nonverbal cues affect communication & other's perception of the speaker & his or her message.
- To understand how the speaker's patterns of language & use of persuasive principles make a definitive difference in the quality of a speech.
- To increase personal confidence in speaking in front of a variety of audiences through practice and knowledge of subject

To optimize credibility through use of visual aids, resources, & embracing the audience (motivational appeals).

To demonstrate professionalism through keen knowledge of subject. Utilizing "buzz" words that inspire people to listen, dressing appropriately, & timing of a speech are fundamental ingredients for success.

To lead & participate in small group discussions

To organize & deliver impromptu, informative, persuasive & other speeches.

Methodology

I hope to help you meet these objectives through:

- D Supervising in-class, open discussions of reading materials & Directing creative in-class activities;
- D Requiring a series of oral speech assignments; Tracking responses to classroom discussions, reading assignments & peer critiques; Offering students the opportunity to excel through a variety of pedagogical approaches; Designing exams so as to insure that you are grasping the material.

Meanwhile, let me say, "Welcome aboard!" We can have lots of fun in this class. We'll even learn to transform performance stress into positive energy that benefits the speech process! So, relax, do the work, have fun, & you'll all do just fine!

General Requirements

Be on time. Latecomers have less time to complete timed quizzes and disrupt speeches. Weekly quizzes, based on pre-assigned readings, will be administered during the first 15 minutes of each class period. These quizzes are open-book. No make-up quizzes will be allowed.

Midterm and final exams will be based on text and previous quizzes. Make-up exams must be prearranged at least one week prior to scheduled exam date, unless conditions make this impossible.

Assignments must be completed & turned in on time for credit. Exceptions to this rule are on a case-by-case basis

Attend one Toastmasters International meeting

Attendance

Absences, whether excused or unexcused, are an automatic -20 points from the total point system

More than two absences will result in a drop in your letter grade

You may arrange, in advance, to make up a midterm or speech with written verification that the circumstances surrounding your absence were beyond your control

Grading = 1000 points

900-1000 = A 800-899 = B 700-799 = C 600-699 = D Below 600 = F

Points

100	Participation	(Attendance, Homework, <i>Audience</i> Participation)
200	Two Primary Speeches	(100 points each - see grading criteria below)
100	One Group Speech	(Chapters & group membership assigned at random)
60	Impromptu Speech	(Random Impromptu assigned "on the fly")
140	Seven Quizzes	(Combined-chapter quizzes @ 20 points each)
100	Attend Toastmasters	(Essay = 50 points; oral speech = 50 points)
100	Midterm Exam	
200	Final Exam	

Speech Grading Criteria – Speeches will be graded on a variety of standards:

1. *Content*: (substantive; credibility established; follows assignment) = 20 pts.
2. *Organization*: (points stated in an organized fashion & appropriate to speech) = 20 pts.
 - i. Introduction: Purpose/ Clear Thesis **statement**
 - ii. Body: Development of supporting points clear and credible
 - iii. Conclusion: reiterates main points or steps
3. Delivery (spontaneous; appropriate dress, body language & vocal qualities) = 20 [pts.](#)
4. [Audio/visual](#) aids (charts, pictures, illustrations, samples, mock-ups, etc.) = 20 pts.
5. Improvement: (student responds to feedback & resolves problems listed) = 20 pts.

Assignment Descriptions

Speeches – see grading criteria listed above (*make a friend who'll time you!*)

1. Impromptu (2)
 - a. **Time limit - 2 minutes**
 - b.. **One for practice, one for a grade**
 - c. **Topic assigned at random during class**
2. **Group Informational Speech**
 - a. **Time limit -10-12 minutes**
 - b. **Text chapter assigned**
 - c. **Group membership assigned**
 - d. **Must be rehearsed in group**
 - e. **Utilize visual aides**
3. **Demonstration (1)**
 - a. **Time limit - 8 minutes**
 - b. **Choose a fun topic and utilize visual aides!**
4. **Persuasive (1)**
 - a. **Time limit - 5 minutes**
 - b. **Choose an interesting topic and utilize visual aides**

Quizzes – Every class you will have a 20-question quiz on pre-assigned reading. These quizzes will be open-book.

Midterm – all questions come from text

Final – all questions come from text

Toastmasters

1. **Attend meeting at your convenience, prior to end of class**
 - a. **Contact website listed on cover page for information**
2. **Write a 1-2 page essay on your experience**
3. **Oral report on your experience (2-5 minutes)**