

Chaminade University of Honolulu
Spring'01
April 2 - June 11, 2001
Fort Shafter - Bldg 320

COURSE: Communication 14040 - Personal & Public Speech

CREDITS: 3 Credits

DATE/TIME: Wednesday 5:30 - 9:40 p.m.

INSTRUCTOR: Modesto R. Cordero

COMMUNICATIONS: Telephone: 689-8265
[E-mail: pimodi@aol.com](mailto:pimodi@aol.com)

OFFICE HOURS: By appointment

TEXTBOOK: Verderber, Rudolph F. (1999), *Communicate!*, Wadsworth
Publishing.(9th ed.)

COURSE DESCRIPTION: The course is developed to introduce you to major forms of oral communication. Through class activities you will learn effective speaking skills for two person, small groups, and public situations. You will experience class discussions, public speaking presentations and examination to explore and apply basic principles of message development.

COURSE OBJECTIVES: At the end of the course the students should be able to:

- Overcome their fear of public speaking.
- Understand the communication process and the **importance** of verbal and nonverbal communication.
- Identify, discuss, and apply major intrapersonal and interpersonal communication concepts and principles.
- Introduce students to effective group discussion techniques.
- Become an **effective** listener and learn effective public speaking skills.

COURSE FORMAT/REQUIREMENTS: This course is a combination of an interactive, **cooperative** experience between the students and the instructor. The format is designed to integrate lectures, small group work, discussions, and student presentations. Student active participation is encouraged. Chapter readings of the textbook and homework will be assigned in advance. It is important that all students read the assigned chapters prior to class and come well prepared to participate in the discussion of the material. Students are required to attend class regularly and promptly. Being in class means that you arrived on time and stayed until class is over. More than one unexcused absence will hurt your performance in this class and is automatic -2 points from the total point system. If you are not present in class, you are still responsible for the material covered. Homework must be completed on the specified due date. Late homework will be penalized one letter grade per week. You may make up a test or a speech with **verification** that circumstances were beyond your control. Please **notify** me before class if you know in advance that you will not be attending.

GRADING:

The grading will be based on:

Exams (20%)

Test 1	5%
Test 2	5%
Test 3	5%
Test 4	5%

Class Attendance 5%

Personal Journal 5%

Class Participation 10%

Speeches Outlines (20%)

Informative 10%

Persuasive 10%

Speeches (40%)

Tribute 5%

Impromptu 5%

Informative 15%

Persuasive 15%

Total Possible: 100%

A= 100-90, B= 89-80, C= 79-70, D= 69-60, F= 59-Below I= Incomplete

LEARNING OUTCOME ASSESSMENT: The student's work will be evaluated for:

active participation in small group discussions, knowledge of the subject matter from assigned readings and class lectures.

participation in exercises and assignments designed to apply course materials.

the ability to chose a current topic, for the informative speech, that shows the student's personal knowledge on a subject or a cultural focus with some universal appeal.

ability to select a research assignment, for the persuasive speaking exercise, that reflect a thoughtful and informed university student.

clarity, speech organization (four basic parts), proper language, and delivery.

demonstration of achieving the objectives of this class outlined before.

ability to show good understanding of textbook material, reading handouts, and class discussion material on all three exams.

GENERAL NOTES: For all written homework, proper grammar and correct spelling are essential. All written assignments (except the journal) and speech outlines must be typed double-spaced. Only hard copy will be accepted. Homework and outlines are not accepted via e-mail or fax. Speeches should not be read.

COURSE/READING SCHEDULE:

Subject to change!

WEEK	DATE	ACTIVITY	READING ASSIGNMENT
1	4/4/01	Course Overview Getting Acquaintance Exercise Communication Perspective Perc ti on of Self and Others	Chapter 1 <u>Chapter 2</u>
2	4/11/01	Verbal Communication Nonverbal Communication Self-Disclosure and Feedback	Chapter 3 Chapter 4 Cha ter
3	4/18/01	Test #1 (Chapters 1-5) Listening Conversations	Chapter 6 Chapter 7
4	4/25/01	Communicating in Relationships Job Interviewing <u>Interviewing</u> Exercise	Chapter 8 Chapter 9
5	5/2/01	Test #2 (Chapters 6 - 9) Speech of Tribute informative Speaking (<u>Midterm</u> Evaluation)	3 minutes Chapter 17
6	5/9/01	Participating in Small Groups Leadership in Groups Topic and Goal Research	Chapter 10 Chapter 11 Chapter 12 <u>Chapter 13</u>
7	5/16/01	Test #3 (Chapters 17, 10-13) Organization Adapting to Audiences Presenting your Speech Informative <u>Speech</u> (outline due)	Chapter 14 Chapter 15 Chapter 16
8	5/23/01	Informative Speech Presentations Persuasive <u>Speaking</u>	5-8 minutes <u>Chapter 18</u>
9	5/30/01	Test #4 (Chapter 14 -16, 18) Impromptu Speech Persuasive Speech (outline due) (Journal Due)	3 minutes
10	6/6/01	Persuasive Speech Presentations Last chance for make-ups End of class evaluation	8 - 10 minutes