

Chaminade University of Honolulu  
Spring 2001 - Accelerated Course

# Syllabus

## Com 140-20 - Personal & Public Speech

Time: Saturday 8 a.m. - 12:10 p.m

Dates: January 13, 20, 27  
February 3, 10, 17, 24  
March 3, 10 17

Room: Kaneohe Marine Corp Base - Room # TBA

Professor: Kimberly A. Carter  
[Email: kcarter@aloha.com](mailto:kcarter@aloha.com)  
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 and Materials:

Verderber, R. (1999). *Communicate!* 9<sup>th</sup> ed.  
Belmont, California: Wadsworth.

Plain, bound composition notebook (for note-taking & exercise *Log*)

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>

## Course Description

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

Part of our class time will be spent developing a clear understanding of the basic principles of message development, the power and functions of language, and the relationships between message content and audience temperament and 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, and sense of professionalism. We will videotape at least one of your speeches for self-preview.

While we will hone our abilities both in giving and listening to speeches analytically, we also will learn to recognize the specific factors that influence a speaker's level of effectiveness. Elements such as surrounding environment, pressing issues, nonverbal behaviors and audience involvement play a large part in a speaker's success. As students, you will learn to recognize how your own use of language, personal style, and verbal and nonverbal cues affects your communication and other's perception of you and your message. We also will strive to understand how our patterns of language and the power of persuasion make a definitive difference in the quality of our speeches.

During class we will explore some social, cultural, and personal meanings we apply to specific words and phrases, dress codes, and actions, so as to increase our successes in speaking in front of a variety of audiences. Together we will develop strategies for strengthening our personal power of communicating specific messages to others and for organizing and articulating ideas and concepts effectively.

We will learn how to optimize our use of visual aids, establish credibility, and stimulate audience participation. We will learn to design different types of speeches, and how to implement agendas, argument, testimony and special techniques for desired results. As part of the process, we will look at specific "buzz" words that inspire people to listen, how dressing for success really works, how "adapters" dissuade an audience, and how important timing can be.

Each student will be responsible for planning and performing a range of speeches in class, including self-introduction, impromptu, demonstration, persuasive and ceremonial. You 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 near you during the next ten weeks. They are offered throughout each week, in neighborhoods and business districts near you all over the state.

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, and you'll all do just fine!

## **General Requirements** (Be sure to read each note carefully)

- Be on time. Class attendance will be taken.
- We will participate in various group activities throughout the semester. Your feedback on, hence attendance during, speeches others give is a large part of your grade. Class participation is important to your overall grade.
- Take notes during the lectures - Logs will reflect your diligence at recording lectures.
- All assignments must be completed and turned in on time for credit. Exceptions to this rule are on a case by case basis (see criteria for attendance below)
- Make-up exams must be prearrange at least one week prior to scheduled exam date, unless conditions make this impossible.
- Attend one Toastmasters International meeting by Saturday, March 10 class.

### **Attendance**

- Attendance is important.
- Frequent absences may result in a drop in your letter grade.
- Absences, whether excused or unexcused, are an automatic -25 points from the total point system.
- If you are not present in class, you are still responsible for the material covered.
- If you know in advance that you will not be attending class on the day assigned for your speech, let *me know, in advance*.
- You may arrange, in advance, to make up a test or a speech; however, only with verification the circumstances surrounding your absence were beyond your control.

Each of the following assignments are required & will be explained in detail during class

1. LOG = bound composition notebook to use as a journal for recording your in-class notes. Your LOG will be collected midterm (& returned to you) & again at the end of the semester.
2. Speeches (time restrictions to be advised):
  - a. Personal introduction (no grade - counts as participation)
  - b. 2 Impromptu speeches (one for a grade, one for practice)
  - c. Persuasive
  - d. Informational
  - e. Demonstration
  - f. Ceremonial (extra credit TBA)
3. Speech Preparation Outlines (typed)
  - a. Outlines -- reflect speech organization (Main topics & brief of supporting points)
    - i. Introduction
    - ii. Purpose/ Thesis statement
    - iii. Body
    - iv. Conclusion
4. Note cards - Used during speech; reflect speech organization & content
5. Peer Critiques - to be explained further in class
6. Attending one Toastmasters meeting - information will be provided.

### Grading (1000 points available)

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

Log	100 pts (50 points available each time it's turned in)
Class participation	100 pts
4 Speeches	400 pts (100 pts. each - see grading criteria below)
2 Specific Outlines	100 pts (50 pts each)
2 Peer Critiques	100 pts (50 pts per critique)
Midterm	100 pts
Final	100 pts

Speeches – Each speech will be graded on a variety of standards, including the following:

1. Content (information substantive? credibility established?)
2. Organization (points stated in an organized fashion?)
  - i. Introduction
  - ii. Purpose/ Clear Thesis statement
  - iii. Body and development of supporting points
  - iv. Conclusion
3. Delivery (spontaneous professional style; appropriate dress; audience contact?)
4. Use of audio/visual aids (charts, pictures, illustrations, samples, mock-ups, etc.?)

### Remember

All outline assignments must be type. No handwritten outlines will be accepted.

Work **must** be performed and/or **turned** in 4n time for credit unless prearranged).

Attendance is critical to upholding your grade.

### *Your commitment*

- Your continued registration in this class denotes your understanding of this syllabus & what is expected of you, & your willingness to participate in the assignments as stated herein.

## **Course Objectives**

By completing the requirements of this course successfully, you should be able to:

Lead and participate in small group discussions; and organize and deliver impromptu, informative, and persuasive speeches;

Understand the communication process and the importance of verbal and nonverbal communication;

Identify, discuss, and apply major intrapersonal and interpersonal communication concepts and principles.

I hope to help you meet these objectives through:

Supervising in-class, open discussions of reading materials;

Directing creative in-class activities;

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.

# Course Reading & Activity **Schedule**

*Subject to change*

Week	Dates	Activity	Req. Reading
1	1/13	Course Overview Personal Introductory Speech today (no grade) Icebreaker Exercises Communication Perspective; Perception Self/Others <i>Or anizin a demonstration speech</i>	Chapter 1-2
2	1/20	Verbal & Nonverbal Communication Self-Disclosure and Feedback; Listening <i>Lecture - Hone your demonstration speech</i> <i>Sharpen your language awareness</i> In-class NV exercises Outline of Demo Speech due today <u>Impromptu Speeches due today (practice only)</u>	Chapter 3-4 Chapter 5-6
3	1/27	Conversations; Com. In Relationships; Interviewing Demonstration Speeches (6-8 minutes) & critique	Chapter 7-9
4	2/3	Participating in Small Groups; Leadership in Groups <i>Lecture - How to hone an Impromptu Speech</i> Send Midterm Exam Home - Due <u>2/17</u> Ch. 1-8	Chapter 10-11
5	2/10	Informative Speaking - <i>Note: Ch. out of synch -----&gt;</i> Topic and Goal; Research; Organization <i>Lecture - Types of Informational Speeches</i> <i>&amp; Audience Review</i> Impromptu Speech presentations (for a grade) LOGS due <u>today</u> - will return to <u>you</u> next week	Chapter 17 Chapter 12-14
6	2/17	Outline Informative Speech due today Informative Speech due & critique <i>Video may be rolling!</i> Critique reviews - helpful? Midterm turned in <u>today</u>	
7	2/24	Adapting to Audiences; Presenting your Speech View Speeches on Video <b>Self critique of</b> either impromptu or informative due <u>today</u>	Chapter 15-16
8	3/3	Persuasive Speaking - Brainstorming ideas <i>Lecture - TBA</i> Send Final Exam Home: Due 3/17 Ch. 9-18	Chapter 18
9	3/10	<i>Sharing Toastmasters Experiences</i> <i>Lecture - TBA</i> Outline Persuasive Speech due today Persuasive Speech Presentations (5 mins.) & critique	<i>Toastmaster's meeting done!</i> <i>Oral &amp; 1 page written essay due</i>
10	3/17	Persuasive Speech Presentations continued & critique <u>LOGS due and will be returned by end of class</u>	

\*Speech note cards due on the day you present, directly after your speech.

\*Critique of other's work required. Note card to each individual & copy to me.