

Chaminade University of Honolulu
Spring 2002
January 14 May 9
Chaminade Campus- Henry Hall 203

- Course:** Communication 140⁰⁴- Personal and Public Speaking
- Credits:** 3 Credits
- Date/Time:** Monday/ Wednesday/ Friday 2:00- 2:50
- Instructor:** Amy Stehlik
- Communications:** Telephone: 779- 5444
E-mail: amy@blueplanetsurf.com
- Office Hours:** By Appointment
- Textbook:** Verderber, Rudolph F. (2002), Communicate!, Wadsworth Publishing. (10th ed.)
- Course Description:** This course is developed to introduce students to major **forms of communication**. Through class **activities** you will learn effective speaking **skills** for two-person, small group, and public **situations**. You will explore and apply basic principles of message development through small group and class discussions, giving speeches, and examinations.
- Course Objectives:** At the end of the course students should be able to:
- Understand the **communication** process, and the importance of **verbal** and nonverbal communication. Recognize how self-concept develops and affects communication.
 - Identify, discuss, and apply major interpersonal and **interpersonal** communication concepts and principles.
 - Introduce students to **effective** group discussion techniques.
 - Learn** how to listen and **respond** more effectively.
 - Overcome their fear of public speaking, through practice and preparation.

Course Rules/ Requirements:

Assignments:

This is a course of **interactive**, cooperative experiences between the students and the **instructor**. The **format** is designed to integrate small lectures, small group work, discussions, and student **presentations**. Student active **participation** is an important and required part of the class.

Chapter readings and homework will be assigned in advance. It is important that all students read the assigned chapters prior to class and come **well** prepared and ready to participate in the discussion of the **material**. The syllabus IS subject to change, and students will be told in advance of any such changes.

Homework **assignments** and speech outlines **must be type** and are due on **the date** specified. Late outlines will lose ten points per class **day**, off their **actual** grade. If you are one of the "lucky ones" to give a speech **first**, you are still expected to be prepared and do your best. However, I will take into account the anxiety of "first rounders." (And the later speakers should be learning **from the** earlier ones.)

Attendance/ Participation:

Students are required to attend class regularly and promptly. Being in class means that you arrived on time and stay until the class is excused. More than two **unexcused** absences will result in lower points for the attendance and **participation** portion of your grade (-3 points each **time**). Excessive absences **can** result in course failure. If you are not **present** for **class** you are **still** responsible for the material covered. Please notify me in advance if you know you will not be able to attend a class.

You may **make** up an exam or a **speech** with the verification **that** circumstances were beyond your **control- hospital** note, tow truck invoice, **etc**. In such cases, please **try** to **contact** me before class, if possible, so as not to hold up the **rest** of the class. Nursing a common cold, picking up someone at the **airport**, running an errand, or not **being** ready for an assignment are **NOT legitimate** excuses.

Students may **make appointments** with the **instructor** in order to discuss any assignments or grades. Students will be informed **ahead** of time if they are not performing well in class participation, homework, exams, or speeches, **so that** they **may improve their** grades before the mid-semester, and **again** before the **April 8** deadline to drop the class. **PLEASE** talk to the instructor if you feel you are not **understanding** the material or assignments, or need a pep-talk before speech **time**.

Grading:

Assignment:	Points:	<u>My Score:</u>
Exam #1	80	
Exam #2	100	
Exam #3	100	
Final Exam	120	
Informative Outline	50	
Informative Speech	150	
Persuasive Outline	50	
Persuasive Speech	150	
Impromptu Speech	50	
Mini-Speech (hobby)	20	
Homework assignments (10x5pts)	50	
Class Attendance & Participation	80	
	Total 1000	Total
	Divide by 10 = final grade	Divide by 10
		My Grade:
Grade Scale:	A= 100-90	B= 89- 80
	C= 79- 70	D= 69- 60
		F= 59- 0

Communication 140: **Personal** & Public Speaking
 Spring 2002 Class Schedule

Homework assignments are due the following class day and they must be *typed*. **First** and **final drafts** of the informative and **persuasive** speeches are due on the date **stated** and must also be **typed**.

- Week 1 1/14- Syllabus /Introductions (Three truths & a lie)
 1/16- Ch. 17: **Informative** Speaking
 1/18- **Informative** Speaking continued
- Week 2 * 1/21 **Martin** Luther King Day- No **Class**
 1/23- Ch. 12: Topic & Goal, Ch. 13: Research
 HW#1: 5+ Resources for **informative** speech (due 1/28)
 1/25- **Ch. 14: Organization**
- Week 3 1/28- **Organization continued- Outline drafting in Class**
 HW#2: Subject/Topic/Goal/Thesis/points/pattern for info speech
 1/30- **EXAM #1:** Chapters 12, 17
 2/1- Ch. 15: Adapting to Audiences
 HW#3: Audience Analysis & Speech Plan
- Week 4** 2/4- Ch. 16: **Presenting Your Speech** (First draft *speech* due today)
 Extra Credit: Two **different** introductions *for* informative speech
 2/6- Ch. 4: Non-verbal **Communication**
 2/8- Non-verbal **Communication** exercises
- Week 5 2/11- **Delivery Skills Workshop, Informative Outline Due Today**
 2/13- **Mini Speech-** "My Hobby or **Job**"
 2/15- Coat. Delivery Skills Workshop
- Week 6 *2/18 President's Day- no class
 2/20- **Informative Speeches/** speech evals
 2/22- **Informative Speeches/** speech evals
- Week 7 2/25- **Informative Speeches/** speech evals
 ~~2/27-~~ **Ch. 18: Persuasive Speaking**
 HW#4: Persuasive Speech subject/ topic/ goal/ thesis/ pattern & points
 3/1- Cont. Persuasive **Speaking:** Pathos, Ethos, Logos
- Week 8 3/4- EXAM #2 --**Chapters** 4, 15, 16, 18
 3/6- Ch. 1: Communication Process
 3/8- Ch. 1: Cont. & Exercises: Com Process Diagram (First **draft speech** due today)
 Extra Credit: Com Process diagram of your own **situation**
- Week 9** 3/11- **Ch. 2: Perception of Self & Others**
 3/13- Ch. 2 Coat. & **Exercises: Perception of others,** Implicit **Personality** sketch, culture
 concepts, Attribution theory examples
 HW#5: Self-concept/self-esteem diagram
 3/15- Ch. 3: Verbal **Communication**