

COURSE OUTLINE

**Communication 14040
Personal and Public Speech
Spring 2002**

LOCATION: Ft. Shafter

TIME: Tuesday 1730-2140

INSTRUCTOR: Alice Lemon 735-7762

TEXTBOOK: Communicate! By Rudolph and Kathleen Verderber

COURSE DESCRIPTION: Introduction to major forms of oral communication.

Activities for students to learn effective speaking skills for two-person, small groups and public situations. Examination and application of basic principles of message development.

OVERALL OBJECTIVE: To improve our ability to share information, meanings, and feelings through the exchange of verbal and non-verbal messages.

SPECIFIC OBJECTIVES:

1. To recognize how communication skills affect our lives.
2. To identify our own strengths and weaknesses as a communicator.
3. To employ the principles of good communication to improve our relationships.
4. To speak comfortably and effectively in front of a group.
5. To understand how to compose various types of speeches.

ASSIGNMENTS TO FULFILL OBJECTIVES:

1. The student will participate in class discussions and exercises.
2. The student will keep a weekly interpersonal communication journal.
3. The student will demonstrate the ability to organize and deliver a 5-7 minute "how to" speech using visual aids.
4. The student will demonstrate the ability to organize and deliver a 6-9 minute persuasive speech containing researched current and relevant information.
5. The student will successfully complete a midterm and final exam based on the class discussions and the textbook.

GRADING:

<u>Assign ent</u>	<u>Points</u>
Journal	100
Demonstration speech	100
Persuasive speech	100
Exams	100 each

The student's final grade will be based on the total points **earned** using the following scale:

Points	Letter Grade
450-500	A
400-449	B
350-399	C
300-349	D
below 300	F

NOTES FOR THE STUDENT:

1. The student is expected to accept all of the responsibilities of being a college student, particularly setting aside the time necessary to complete assignments.
2. Attendance is a requirement for this course. **Fifty** points will be dropped for each unexcused absence.
3. Late work will have 10% of the possible points deducted.
4. If a student is absent, he/she is responsible for the material covered and the work assigned.
5. Please plan on reading the entire text, approximately two chapters per week.

Week 1	Course Introduction Communication perspectives Perception of Self and Others	Chapter 1 and 2
Week 2	Verbal Communication Non-verbal Communication	Chapter 3 and 4
Week 3	Conversations Listening	Chapter 5 and 6
Week 4	Self-disclosure Interpersonal Relations	Chapter 7, 8, and 9
Week 5	Interviewing Introduction to Public Speaking	Chapter 12 and 16
Week 6	Midterm exam Preparing an Informative Speech	Chapter 13, 14, and 15
Week 7	Presentation of "how to" speeches	Chapter 17 and 18
Week 8	Preparing a Persuasive Speech	
Week 9	Presentation of persuasive speeches	
Week 10	Group Communication Final Exam	Chapter 10 and 11