



COMMUNICATE!

Introduction to Personal & Public Speech

Chaminade University of **Honolulu**
Instructor: Dennis Bautista
Office: Eiben 129 - Phone: 735-4828
E-mail: dbautist@chaminade.edu

DESCRIPTION

Introduction to major forms of oral communication. Activities for students to **learn communication** in public, interpersonal and small-group situations. Examination and application of basic principles of message development.

TEXTBOOK

Verderber, R. F. (Latest edition). *Communicate!* Wadsworth.

PERFORMANCE OBJECTIVES / OUTCOMES

After taking this course, students will be able to-

1. understand a definition of communication.
2. deliver effective speeches.
3. construct organized, well-documented speeches.
4. apply theories of effective persuasion to influence audiences.
5. recognize how social perception affects communication.
6. explain how word choice impacts the interpretation of messages.
7. understand how and what people communicate nonverbally.
8. identify ways to communicate more effectively in interpersonal situations.
9. know how to be an effective group discussion leader and **participant**.
10. realize the cross-cultural diversity in communication behaviors.

POLICIES

- Attendance and punctuality at all class sessions are **mandatory**. Records of attendance are kept daily.

You may have a total of three (3) unexcused absences without penalty. However, each additional absence, **WHETHER EXCUSED OR UNEXCUSED**, is an automatic minus -36 points from the total point system. Excessive absences will result in course failure. Similarly, tardiness will result in a deduction of points. Conversely, perfect attendance will be beneficial in determining borderline grades.

- If you fail to show up on the day of your speech without having made prior arrangements to reschedule as explained below, **YOU will receive an automatic zero (0) for the assignment** and will not be allowed to make it up.
- If you know in advance that you **cannot** attend class on the day of your speech, it is your responsibility to make arrangements with a class member for the switch of days and to inform me of such a change.

You may make up a test or speech only with written verification that circumstances were **BEYOND YOUR CONTROL**-not being prepared, having too many other assignments, work responsibilities, etc. are **NOT valid** excuses. **In such a case**, notify me **BEFORE** class.

- If you are not present in class, you are still responsible for the material covered.

Chapter quizzes-both announced and unannounced-will be given at the start of the class period several times throughout the semester. All quizzes will be based on the assigned readings and cannot be made up in the event of tardies or absences.

- By definition, DEADLINE is a date or time before which something must be done. Therefore, all speech outlines must be turned in on the specified dates. Late outlines will not be accepted... period.
- If you fail to give your persuasive speech and take the final exam, you will not pass the course.
- During class presentations, please be courteous and refrain from personal conversations; they distract speakers. Students who disrupt class by talking will be **warned and/or** dismissed.
- Ringers from cell phones or pagers should be kept at a soft volume.
- If you are one of the 'lucky' ones to give your speech on the first scheduled day, you are still expected to do well. And, since 'everyone learns from other people's mistakes,' subsequent speeches are expected to be of higher quality.

How to calculate my final grade for COM 140:

Column 1 Self Speech & Exams	Column 2 Match with value listed below	Column 3 MULTIPLY: Column 2 x Column 3	Column 4 ADD: Running total of Column 4	Column 5 DIVIDE: Column 5 by Column 6 (use whole #s)	Column 6 Match with value listed below
Your Grade:	Point Value:	Percentage:	Computed Score:	Cumulative Computed Score:	Total Percentage:
Self Speech		10			10
Informative (Delivery)		15			25
Informative (Outline)		5			30
Midterm Exam		15			45
Persuasive (Delivery)		20			65
Persuasive (Outline)		5			70
Impromptu		10			80
Chapter Quizzes		5			55
Subtractions (absent, t u l.)		-			55 -
Final Exam		15			100

Grade Scale: A = 12 A- = 11 B+ = 10 B = 9 B- = 8 C+ = 7 C = 6 C- = 5 D+ = 4 D = 3 D- = 2 F = 1

Absences:

Tardies: _

SUMMER COURSE SCHEDULE

WEEK	TOPIC	REFERENCED ASSIGNMENTS
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1	Course overview	
	Defining Communication	Chapter 1
	Delivering Your Speech	Chapter 16
	SELF SPEECHES	
	Speaking to Inform	Chapter 17

2	Organizing Your Presentation	Chapters 12, 13, 14 & 15
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3	INFORMATIVE SPEECHES	
	Speaking to Persuade	Chapter 18

4	MIDTERM EXAM	
	Social Perception & Communication	Chapter 2

5	Verbal Communication	Chapter 3
	PERSUASIVE SPEECHES	
	Nonverbal Communication	Chapter 4
	Interpersonal Communication	Chapters 5 & 6

6	Interpersonal Communication -continued	Chapters 7 & 8
	IMPROMPTU SPEECHES	
	Group Communication	Chapters 10 & 11
	Final Exam	