

COURSE OUTLINE

Communication 140
Personal and Public Speech

INSTRUCTOR: Alice Lemon

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 demonstrate the ability to organize and deliver a 3 minute speech of introduction.
3. The student will demonstrate the ability to organize and deliver a 5-7 minute demonstration speech using visual aids.
4. ~~The student will demonstrate~~ the ability to **organize** and deliver a 5-7 minute informative speech containing researched current and relevant information. Speech outline and references to be submitted on day of speaking.
5. The student will demonstrate the ability to organize and deliver a 6-9 minute persuasive speech containing researched current and relevant information. Speech outline and references to be submitted on day of speaking.
6. The student will successfully complete a midterm and final exam based on the class discussions and the textbook.

GRADING:

<u>Assignment</u> No.	<u>Points</u>
1.	100
2.	50
3.	50
4.	100
5.	100
6.	<u>200</u>
	600

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

Points	Letter Grade
540-600	A
OWN	B
430-479	C
370-429	D
Below 370	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.