

Chaminade University of Honolulu
January 12- March 9, Spring 2002
Tripler Hospital- Education Center

Course: Communication 140-³⁰ Personal and Public Speaking
Credits: 3 Credits
Date/Time: Saturday 8:00-12:10 am.
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 intrapersonal 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:

Chapter readings and homework will be **assigned in advance**. It is very **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 ten week **course** moves very **quickly**, and requires self-discipline to keep up-to-date. The syllabus **IS** subject to change, and the students will be told in advance of any such changes.

Homework assignments and speech **outlines must be typed** and are due on the date specified. Late outlines will lose five points per class day, off their actual grade. First **drafts** may be **turned in** early, or e-mailed to the instructor to facilitate any suggestions or advice. Names will be drawn for the **order of** presenting the speeches. The order of the persuasive speech will be opposite of the informative speech, in order to be fair. The names will be drawn on the day of the **Impromptu** speech.

Participation/ Attendance:

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.

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. One **unexcused** absence will result in one lower grade for **attendance** and participation. Two 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, bad nerves, 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 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- 1/19	50	
Exam #2- 1/26	50	
Exam #3- 2/2	50	
Exam #4- 2/9	50	
Exam #5- 2/16	50	
Exam #6- 2/23	50	
Exam #7 - 3/2	50	
Exam #8- 3/9	50	
Final Exam- 3/16	80	
Informative Outline	35	
Informative Speech	100	
Persuasive Outline	35	
Persuasive Speech	100	
Impromptu Speech	50	
Homework assignments (1 Ox)	100	
Class Attendance (10 x 10 points)* & Participation	100	

Total 1000 / 10 = **final** grade Total / 10 = Grade

Grade Scale: A= 100- 90 B= 89- 80 C= 79- 70 D= 69- 60 F= 59- 0

Class Participation: These are *general* guidelines for class participation scores.

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|--|---|
| 10- Arrive on time & actively participate | 6- Miss 3 hrs, or do not participate |
| 9- Miss one hour, or lacking in participation | 5- Excused absence from class, does all work |
| 8- Miss one hour +, or do not participate much | |
| 7- Miss two hours, or do not participate | 0- Unexcused absence from class |

COM 140: Personal & Public Speaking
Instructor: Amy Stehlik
10 Week Course Schedule: Winter 2002

Week 1- January 12

Introductions & Syllabus
Game: Three Truths & a Lie
Public speaking:
Ch. 17: Informative Speaking
Ch. 18: Persuasive Speaking
Exercises: **Examples** of Pathos, Ethos, Logos,
Talking about credibility

Week 2- January 19

Due Today: HW #1- **Pathos/Ethos/Logos**
& **Introduction** Speeches
Discussion/ Review- Exam 1: Ch. 17& 18 Ch.
12: Topic & **Goal**
Ch. 13: Research
Ch. 14: Organization
Exercises: Pick subjects/ topics/ goals
& Startling Statements/ Introductions

Week 3- January 26

Due Today:
HW #2- **Subject/ Topic/ Goal/ Thesis Statement**
for **Informative speech** & **Organizational Pattern**
& 2 Possible Introductions
HW #3- 5+ **Resources** for your speech
Discussion/ Review- Exam 2: Ch. 12, 13, 14
Ch. 15: Adapting to Your Audience
Ch. 16: Presenting Your Speech
(Try to watch video of intro speeches)
Exercises: Public speaking delivery skills

Week 4- February 2

Due Today: Informative Speech Outline
HW #4- Audience Analysis & Speech Plan
Discussion/ Review- Exam 3: Ch. 15 & 16
Foundations of Communication:
Ch. 1: Communications Perspective
Ch. 2: Perception of Self & Others
Exercises:
The **Communication** Process Diagram
Perception of others w/ pictures
Implicit Personality Sketch
Attribution Theory examples
Culture concepts

Week 5-February 9

Due Today:
HW #5- Two different introductions for your
informative speech
HW #6- Self-Concept/Self-Esteem Diagram
Discussion / Review- Exam 4: Ch. 1 & 2 Return
Speech Outlines & Discuss
Ch. 3: Verbal Communication
Ch. 4: Non-verbal Communication
Exercises: Role Playing Non-verbal behaviors &
Public Speaking Delivery Skills

Week 6- February 16

Informative Speeches
Discussion/ Review- Exam 5: Ch. 3 & 4
Interpersonal Communication:
Ch. 5: Conversations & Ch. 6: Listening
Exercises: Listening & responding

Week 7- February 23

Due Today: Persuasive **Speech Outline**
HW #7- Six Convers. Maxims/ Examples
Discussion/ Review- Exam 6: Ch. 5 & 6
Ch. **7: Self-Disclosure & Feedback**
Ch. 8: Communication in Relationships
Exercises: **Feelings/Feedback/** Assertiveness

Week 8- March 2

Due Today: HW # 8 -Conflict Resolution
HW #9- Bring in your **Resume/Cover** Letter
Discussion/ Review- Exam 7: Ch. 7 & 8
Group Communication:
Ch. 10: Group Communication
Ch. 11: Leadership/ Roles in Groups
Exercises: Group Work (HW#10 due last class)

Week 9- March 9

Persuasive Speeches
Discussion/ Review- Exam 8: Ch. 10, 11
Ch. 9: Job Interviewing
Exercises: Practice job interviewing skills

Week 10- March 16

Due Today: HW #10- Diagram your group: list/
describe roles during your group process
Impromptu Speeches -/hour
Final Exam & **Course Evaluations**