



COMMUNICATION 320

Public Speaking (Professional Presentations)

Chamblade University of Honolulu
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DESCRIPTION

Theory and practice in the more advanced forms of informative and persuasive speaking. Incorporation of visual communication aids and presentation graphics. Critical analysis of principal speakers and speeches. Prerequisite: COM 140.

TEXTBOOK & VIDEOTAPE

Lucas, Stephen E. (2001). *The art of public speaking*. (7th edition). Boston, MA: McGraw-Hill. (Textbook includes student CD-Rom which requires certain computer system requirements). In addition, students will need one **VIDEOTAPE** used exclusively for recording speeches and individual evaluations.

OBJECTIVES / OUTCOMES

After taking this course, students will be able to-

1. prepare speeches in an organized and coherent format
2. deliver speeches with appropriate use of vocal and bodily action
3. recognize the importance of ethics in public speaking
4. understand the strategies in adapting to diverse audiences
5. apply the techniques in effectively selecting, preparing and presenting visual aids
6. argue logically for and against an issue
7. present a message that appeals effectively to emotions
8. listen thoughtfully and critically to speeches
9. ~~give constructive criticism to speakers and~~
10. respond to evaluations of others nondefensively.

POUCIES

- Punctuality is expected and required. Points will deducted for tardiness.
- You may have a total of three (3) unexcused absences without penalty. However, each additional absence, whether excused or unexcused, is an **automatic -25 points** from the **total** point system. **Obviously**, excessive absences will result in course failure.

You may make up a speech with verification that circumstances were BEYOND YOUR CONTROL. In such a case, notify me BEFORE class. (Nursing a common cold or toothache, picking up someone at the airport, or not being ready for an assignment are NOT considered legitimate excuses).

- 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.
- 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 assignments must be turned in on the specified dates. Late papers will not be accepted... period. Some speeches require assignments to be turned in several days before the presentation. Students who fail to meet the set deadlines will NOT be allowed to participate in those speeches.
- During class presentations, **personal** conversation between students disrupts class and will not be tolerated; students who disrupt class by talking will be warned and/or dismissed.
- Ringers from cell phones or pagers should be turned off.
- If you are one of the 'lucky' ones to give your speech or debate 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.
- Most speeches will be videotaped so make sure you have your OWN video tape for recording your presentations and for individual evaluations. Since this will be a record of your learning experience in class, please keep this tape with you throughout the semester. In addition, on the day of your speech, make sure the tape is CUED to the appropriate spot to begin recording to prevent erasure of previous speeches.

How to calculate my grade for COM 320:

Speeches, Quizzes & Exams

Match with value
listed below

MULTIPLY:
Column 2
X
Column 3

ADD: Running total of Column 4		DIVIDE: Column 5 by Column 6 (use whole #s)	Match with value listed below
Cumulative Computed Score:	Cumulative Completed Percentage:	Current Point Average:	Your Letter Grade Equivalent (Current Grade to Date):

Chaminade Values

10

10

Multimedia (Informative)

15

30

Exam		15
Heckling (Audience)		5
Absences / Tardies,		-

50	
75	
100	

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

SEMESTER COURSE SCHEDULE

WEEK	TOPIC	REFERENCED ASSIGNMENTS
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1	Course Overview	
	Defining Communication	Chapters 1 & 2

2	Delivering Your Speech	Chapter 12
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3-4	SPEECH #1: CHAMINADE VALUES	
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5-6	Speaking to Inform	Chapter 14
	Organizing Your Presentation	Chapters 4, 5, 8, 9, & 10
	Using Presentation Graphics	Chapter 13; CD-Rom Tutorial

7-9	SPEECH #2: INFORMATIVE	
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10	Speaking to Persuade	chapters 6, 7, 11, 15 & 16
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Exam Date: - -

Spring Break (March 25-29)

11-13	SPEECH #3: HECKLING (PERSUASIVE)	
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14-15	SPEECH #4: COMMEMORATIVE (PATHOS)	Chapter 17 (p. 441-445)
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