

CHAMINADE UNIVERSITY
Fall 2002

ABIGAIL PFIESTER
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Professional Presentations
Communication 320: MWF 10:00-10:50

OFFICE HOURS:

Monday/Wednesday/Friday: 11-12:30
Tuesday/Thursday: 12:30-1:30
Or by appointment

REQUIRED TEXT:

Lucas, *The Art of Public Speaking*, 7th ed.

COURSE 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 101.

COURSE OBJECTIVES:

Upon successful completion of Com 320, the student should be able to:

- Speak with greater confidence in public situations.
- Differentiate between informative and persuasive speaking and apply them to appropriate situations.
- Use audience analysis to determine the most effective strategies in presenting material.
- Develop and improve delivery skills in both areas of voice and use of body, using appropriate style, enthusiasm, and sincerity.
- Narrow and organize material to meet the speaker's purpose.

ATTENDANCE:

Attendance is a vital part of your learning experience in this course. As a result, your presence in class is mandatory. This is the attendance policy for BOTH excused AND unexcused absences:

0-2 absences = 10 points added to your overall test grade

3-4 absences = no direct effect

5 or more = 5 points deducted from overall test grade for EACH absence after 4

4 tardies = 1 absence

- Attending class means being on time and present for at least 75% of the class period.
- Roll is taken every class session. If you arrive late, let the instructor know at the end of class so that you will only be marked tardy, not absent.
- There are NO make-up quizzes.

COURSE REQUIREMENTS:

	Percentage	Your Grade
SPEECHES & OUTLINES:		
1. 1 st Speech "Introduce Yourself"	5%	_____
2. 2 nd Speech "Power Pnt/Info"—OUTLINE	5%	_____
3. 2 nd Speech "Power Pnt/Info"	10%	_____
4. 3 rd Speech "Business Interview"—OUTLINE	5%	_____
5. 3 rd Speech "Business Interview"—RESUME	5%	_____
6. 3 rd Speech "Business Interview"	10%	_____
7. 4 th Speech "Partner Debate"—OUTLINE	5%	_____
8. 4 th Speech "Partner Debate"	15%	_____
9. 5 th Speech "Special Occasion"—OUTLINE	5%	_____
10. 5 th Speech "Special Occasion"	10%	_____

QUIZZES:

11. 11 or 12 given; your best 10	25%	_____
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Overall, this course is weighed as follows:

- 50% speeches
- 25% quizzes
- 25% outlines

EXTRA CREDIT:

There are two ways to earn extra credit in this class:

- 1) Attendance (see policy above).
- 2) Critique a speaker (from class). Using terms from your textbook, type a 1-2 page critique of a fellow classmate (the classmate need not know you are critiquing him/her). Each paper will be worth a maximum of 3 points (added to your overall quiz grade). You may do 1 per speech (Power Pnts, Business Interview, and Debate, only).

RULES FOR SPEECHES:

- Must be appropriately dressed up (acceptable: dresses, slacks, skirts, suits, ties; unacceptable: jeans, T-shirt, shorts, or short skirts).
- No gum, no hats.
- All outlines must be handed in on time (IN CLASS) on the day you are to deliver your speech. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**
- Absences may **NOT** be taken on a day a speech is to be delivered in class. Such an absence will result in a "O" for that presentation, unless prior arrangements have been made with the instructor (only major emergencies will be accepted—a slight cold, picking up someone at the airport, not being ready for the assignment—these are NOT major emergencies).
- 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.

Professional Presentations

Chaminade University, Fall 2002

DATE	ACTIVITY/TOPIC	TO BE READ
Aug. 26	Intro to class	
Aug. 28	Intro of students/Basic principles	Ch.1
Aug. 30	Give 1 st speech assign./Visual Aids	Ch. 13 (appendix A)
Sept. 2	HOLIDAY-Labor Day	
Sept. 4	FIRST SPEECH – “Introduce Yourself”	
Sept. 6	FIRST SPEECH – “Introduce Yourself”	
Sept. 9	Give 2 nd speech assign./Choosing Topics and Purposes	Ch. 4
Sept. 11	Analyzing Audience	Ch. 5
Sept. 13	Speaking to Inform	Ch. 14
Sept. 16	Organizing the Body of the Speech	Ch. 8
Sept. 18	Organizing the Body of the Speech	Ch. 8
Sept. 20	Outlining the Speech	Ch. 10
Sept. 23	Intros and Conclusions	Ch. 9
Sept. 25	Computer Lab Day	
Sept. 27	SECOND SPEECH – “Power Pnts/Info”	
Sept. 30	SECOND SPEECH – “Power Pnts/Info”	
Oct. 2	SECOND SPEECH – “Power Pnts/Info”	
Oct. 4	SECOND SPEECH – “Power Pnts/Info”	
Oct. 7	Give 3 rd speech assign./Persuasive Speaking	Ch. 15
Oct. 9	Persuasive Speaking	Ch. 15
Oct. 11	Credibility/Resume writing	Ch. 16 (p. 400-406)
Oct. 14	HOLIDAY-Discoverers’ Day	
Oct. 16	Using Language Effectively	Ch. 11/MLK p.B7-10
Oct. 18	Delivering the Speech	Ch. 12
Oct. 21	THIRD SPEECH – “Business Interview”	
Oct. 23	THIRD SPEECH – “Business Interview”	
Oct. 25	THIRD SPEECH – “Business Interview”	
Oct. 28	THIRD SPEECH – “Business Interview”	
Oct. 30	Basics of Debate	
Nov. 1	Debate Partner Work Day	

Nov. 4	Methods of Persuasion	Ch. 16 (p. 406-427)
Nov. 6	Methods of Persuasion	Ch. 16 (p. 406-427)
Nov. 8	Using Supporting Materials	Ch. 7
Nov. 11	HOLIDAY—Veteran's Day	
Nov. 13	Analysis of Persuasive Speeches	Appendix
Nov. 15	Analysis of Persuasive Speeches	Appendix
Nov. 18	Practice Rounds	
Nov. 20	FOURTH SPEECH —"Partner Debate"	
Nov. 22	FOURTH SPEECH —"Partner Debate"	
Nov. 25	FOURTH SPEECH —"Partner Debate"	
Nov. 27	FOURTH SPEECH —"Partner Debate"	
Nov. 29	HOLIDAY-Thanksgiving	
Dec. 2	Special Occasion Speeches	Ch. 17
Dec. 4	Special Occasion Speeches	Ch. 17
Dec. 6	Review/Impromptu/Last day to turn in Extra credit	

FINAL EXAM PERIOD (all final speeches to be given on this day):

Thursday, December 12, 10:30-12:30am; **FIFTH SPEECH**—"Special Occasion"