

Chaminade University
COM320 Professional Presentations
Spring 2009

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Textbook: **Public Speaking: An Audience-Centered Approach** (6th Edition), by Beebe and Beebe.
Students are expected to keep current in the reading of the text.
Exams are drawn primarily from the textbook.

Course objectives:

- Increase your confidence in public speaking ability
- To learn principles of effective public speaking
- Reinforce existing speaking skills and identify areas for improvement
- Demonstrate effective aspects of speech preparation
- Demonstrate effective aspects of speech delivery
- Appropriately apply public speaking skills to a variety of speech contexts

Requirements:

- **Attendance.** Because this course emphasizes live performance as well as class discussion, attendance at all class sessions is imperative. You can't do public speaking without a public. Attendance will be checked at each class session. If you miss class the day you are expected to present a speech, turn in an assignment, or take an exam, you will NOT BE ABLE TO MAKE UP that activity or present the speech on a subsequent date. The grade is a zero. If you do miss class, it is your responsibility to get the information that was covered from your classmates. The following policy will be enforced in this class:
 - **First two absences are without penalty. Use these for emergencies and illness**
 - **Your third absence will lower your final course average by 10 points**
 - **Each subsequent absence will lower your final course average by 4 points**
 - **You must attend 85 minutes of the 90-minute class to be counted present**
- **Timeliness.** Students are expected to be on time, ready to participate in class. Unexcused tardiness will result in the loss of 2 points per tardy, no grace period.
- **Participation.** There will be ample opportunity for group discussions. Positive participation is expected. Disruptive behavior will not be tolerated and will result in loss of points and expulsion from class.
- **Textbook.** The above-named textbook is required. Bring it to each class session unless told otherwise. Students will be docked 5 points if they do not have their textbook during in-class discussions.
- **Carbon paper.** Each student must have at least 10 sheets of carbon paper for this class.
- **Rating cards.** Each student is provided numbered cards. These should be brought to every class. Students who do not bring the cards to class will be penalized two points for every infraction.
- **Assignments.** There will be several assignments during the semester to demonstrate your understanding of and provide practical application to what is being discussed in class. No late assignments will be accepted. There are two assignments that will require time commitments outside of class.
- **Exams.** There will be a midterm and final exam for this class. Final will NOT be cumulative.
- **Cell phones.** Turn off cell phones before coming to class. Ringing cell phones will cost the owner 2 points. Should my cell phone go off during class, the entire class will receive 2 points.
- **Outside Reading.** You are expected to read the Honolulu Advertiser and the Honolulu Star Bulletin each day.

Grading:

There will be a maximum of 1000 points possible for the semester, allocated as follows:

Final Exam:	100 points
Mid-Term Exam:	100 points
Speech Judge:	100 points
Impromptu Speech:	100 points
Informative Speech:	100 points
Demonstration Speech:	100 points
Persuasive Speech:	100 points
Live Speech Critique:	50 points
Current Events Speeches:	100 points
Commencement Speech:	100 points
Peer Critique Score:	50 points

900 - 1000 points	A
800 - 899 points	B
700 - 799 points	C
600 - 699 points	D
<599 points	F

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COM 320
Syllabus

DATE	CLASS TOPIC	ASSIGNMENT
Tuesday (1/13)	Class Overview/Syllabus Review 2 Minute Introductions	Read Chapter 1 by Thursday
Thursday (1/15)	Discussion: Chapter 1, Introduction to Public Speaking	Read Chapters 2 & 3 by Tuesday
Tuesday (1/20)	Discussion: Chapters 2, 3	Read Chapters 4 & 5 by Thursday Complete Audience Analysis by Thursday
Thursday (1/22)	Discussion: Chapters 4, 5	Read Chapter 6 by Tuesday
Tuesday (1/27)	Discussion: Chapter 6 Brainstorming for speech topics	Read Chapter 15 by Thursday
Thursday 1/29)	Discuss Chapter 15 Choose speaking order. Informative Speech Workshop	Prepare Informative Speech Read Chapters 7 & 8 by Tuesday
Tuesday (2/3)	Discussion: Chapters 7, 8	Prepare Informative Speech Informative speech topics due
Thursday (2/5)	Informative Speeches Round 1	
Tuesday (2/10)	Informative Speeches Round 2	Read Chapter 9 by Thursday
Thursday (2/12)	Discuss Chapter 9 Midterm Review (Chapters 1-9; 15)	Study for Midterm
Tuesday (2/17)	Midterm Exam	Read Chapters 10 & 11 by Thursday
Thursday (2/19)	Discussion: Chapters 10, 11	Read Chapter 12 by Thursday
Tuesday (2/24)	Discussion: Chapter 12 Choose speaking order. Impromptu Speech Workshop	Read Chapter 13 by Thursday
Thursday (2/26)	Discussion: Chapter 13	
Tuesday (3/3)	Impromptu Speeches Round 1	

DATE	CLASS TOPIC	ASSIGNMENT
Thursday (3/5)	Impromptu Speeches Round 2	Read Chapter 14 by Tuesday
Tuesday (3/10)	Discussion: Chapter 14 Choose speaking order. (Demonstration Speech)	
Thursday (3/12)	Demonstration Speech Workshop	Demonstration speech topic due
Tuesday (3/17)	Demonstration Speeches Round 1	
Thursday (3/19)	Demonstration Speeches Round 2	Read Chapter 16 by Tuesday
Tuesday (3/31)	Discussion: Chapter 16	Read Chapter 17
Thursday (4/2)	Discussion: Chapter 17 Draw for speaking order (Persuasive Speech)	Read Chapter 18 by Tuesday
Tuesday (4/7)	Discussion: Chapter 18	Persuasive speech topic due
Thursday (4/9)	Persuasive Speech Round 1	
Tuesday (4/14)	Persuasive Speech Round 2	Special events speech topic due
Thursday (4/16)	Persuasive Speech Round 3 Draw for speaking order (Special events speech)	
Tuesday (4/21)	Special Events speech workshop	Special events speech topic due
Thursday (4/23)	Special Events Speech Round 1	
Tuesday (4/28)	Special Events Speech Round 2	
Thursday (4/30)	Final Exam Review (Chapters 10-14, 16-19)	
FINALS MAY 4-7		