



CHAMINADE UNIVERSITY OF HONOLULU
Winter 1999—Main Campus
Shirley Cavanaugh

COMMUNICATION 140:PERSONAL AND PUBLIC SPEECH

DESCRIPTION

This course is designed to introduce students to major forms of oral communication and to provide students with activities to learn effective speaking skills for two-person situations, small groups, and public presentations. Students will examine and apply basic principles of message development through out-of-class and in-class activities, class discussions, and public speaking presentations. Course work will include the importance of group dynamics and interaction in the total communication process.

TEXTBOOK

Communicate! 9th Edition, 1999, by Rudolph F. Verderber

OBJECTIVES

This course is designed to help students understand the basic principles of personal and public speaking. More specifically, the objectives are to:

Understand the basic principles of effective verbal and nonverbal communication in the overall communication process, whether in private or public speaking.

Develop self-confidence in expressing thoughts and ideas clearly, thereby improving one's communication ability in small group and public situations.

Gather and synthesize data from various sources; organize information; and develop speeches for various purposes, audiences, and situations.

Demonstrate the art of effective listening in the speech communication process.

COURSE POLICIES

Overall Policy/General Information

It is the students' responsibility to fulfill all course requirements as prescribed by the instructor. Because the class schedule is compressed into one meeting per week, students should make every effort to attend classes. I plan to be in the classroom 15-20 minutes prior to class start time, therefore, will be available to meet with students before class—or after class, if necessary. Students can also arrange to meet with me at a mutually convenient time. I can be reached at 586-6705 (work) or by [e-mail: cavanaugh@capitol.hawaii.gov](mailto:cavanaugh@capitol.hawaii.gov)

Specific course requirements are as follows:

Attendance. Because there are only 10 class meeting dates, attendance is very important. Absences will definitely affect the student's grade, especially if it is on the borderline. If students are aware of potential absences, they should notify the instructor and arrange to make up work. Two or more unexcused absences will automatically result in lowering the grade at least one letter grade. Excessive absences will result in course failure. Students are expected to be on time for class.

Examinations. Exams must be taken as scheduled. No make-up exams will be given except in verifiable emergency situations beyond the students' control (students' illness; death in the family). Immediately following any emergency absence, the student will be responsible to contact the instructor to make up the exam. Once an exam has been returned and discussed, there will be no makeups.

Speeches. Three formal speeches (special occasion, informative, and persuasive) will be assigned and are due on the week as scheduled. These will be prepared in outline or manuscript form for turn in following the speeches. Separate instructions about the respective speeches will be provided.

Classroom activities/participation. A significant part of the learning process is interactive because group interaction helps each student to improve his or her personal and public speaking skills. Therefore, students are expected to actively participate in classroom activities, such as small group discussions and impromptu speeches. This participation throughout the course will be a component in determining course grade (see section on "grading").

Grading. Students are expected to take course examinations, participate in assignments, give assigned speeches, and complete all assignments for a passing grade. The following is a breakdown of graded assignments:

Special occasion speech	5%
Mid-term examination	20%
Informative speech	15%
Persuasive speech	20%
Final examination	20%
Miscellaneous assignments/activities (small-groups, application journals, impromptu speeches, in/out-of-class exercises)	20%

A+= 12	B+=9	C+=6	D+=3	F=0
A= 11	B=8	C= 5	D=2	
A-= 10	B-= 7	C-= 4	D-= 1	

COURSE SCHEDULE

Week 1	Course overview/"Getting to Know You" Introductions Chapter 1: "Communication Perspective" Chapter 2: "Perception of Self and Others"
Week 2	Chapter 15: "Adapting to Audiences Verbally and Visually" Chapter 16: "Presenting Your Speech" Assign special occasion speech.
Week 3	Chapter 3: "Verbal Communication" Chapter 4: "Nonverbal Communication" Special occasion speeches due; turn in manuscript
Week 4	Chapter 10: "Participating in Small Groups" Chapter 11: "Leadership in Groups" Establish work groups.
Week 5	Chapter 12: "Topic and Goal" Chapter 13: "Research" Chapter 14: "Organization" Work group presentations. Review for mid-term examination
Week 6	Chapter 6: "Listening" Chapter 17: "Informative Speaking" Assign informative speech. Mid-term examination.
Week 7	Chapter 18: "Persuasive Speaking" Informative speeches due; turn in outline.
Week 8	Chapter 5: "Self-Disclosure and Feedback" Chapter 7: "Conversations" Chapter 8: "Communicating in Relationships" Persuasive speech topic due.
Week 9	Chapter 9: "Job Interviewing" Persuasive speeches due; turn in manuscript or outline. Review for final examination
Week 10	Persuasive speeches (continue, if necessary) Final examination.

Note: The above schedule may vary, depending on extenuating circumstances. Course materials may be supplemented with videos, articles, and speakers.