

COMMUNICATION 141X

FUNDAMENTALS OF ORAL COMMUNICATION (PUBLIC CONTEXT)

Fall 2011

3 credits

Days/Section/Time/Location:

Instructor:

Email:

Phone: 474-1876

Office Location: 503H Gruening Building

Office Hours:

Brief Course Description:

This course is an introduction to the skills of effective public presentations. It is designed to help you become more competent and comfortable in communicating in situations where you are responsible for sharing information with and persuading groups of other people. This is a skills development course **requiring** student participation and attendance. A significant part of your learning will come from observation of class presentations. Your presence in class is an essential component of your success and grade in this course, because class participation in discussions and activities is a required element of your grade. The important point to remember is that a skill takes time to develop properly. Each student must be prepared to spend time in class and outside class in the study and preparation of presentations.

THE COURSE SCHEDULE IS PROVIDED BELOW. THE FOLLOWING PAGES CONTAIN MORE INFORMATION ON THE NATURE OF THIS COURSE. YOU WILL BE EXPECTED TO KNOW ALL OF THE INFORMATION IN THIS SYLLABUS. BE SURE TO READ IT VERY CAREFULLY, TOGETHER WITH THE ASSIGNMENT DESCRIPTIONS IN THE SUPPLEMENTARY INFORMATION PACKET. YOU ARE RESPONSIBLE FOR ALL OF THIS INFORMATION, INCLUDING THE INFORMATION ON DEADLINES AND GRADING POLICIES.

POLICY: It is the policy of the Department of Communication that, due to the developmental nature of this class, students who are not present in the classroom during the first OR second day of the semester may be dropped from the class by the Instructor (wait listed students included).

Monday/Wednesday/Friday Course Schedule *Syllabus is subject to change*

Date	Assignment Due/Class Topic
September 3	Syllabus/Schedule/Introductions
September 8	Introductions/Diagnostic Presentations
September 10	Diagnostic Presentations

Date	Assignment Due/Class Topic
September 13	Diagnostic Presentations & Chapters 1, 3, 17
September 15	Expectations and Grading Explanation
September 17	Chapters 2, 4, 5 (Handouts and Discussion)
September 20	Chapters 6, 7 (Competency 1)
September 22	Chapters 11, 12, 14 (Competency 2) In class assignment-prepare thesis
September 24	Chapters 8, 9, 10, 23 (Competency 3) In class assignment-prepare main points
September 27	Chapters 15 (Competency 4) In class assignment transitions, summary, and final statements
September 29	Chapters 16 (Competency 5) APA Bias Free Language Appendix V in Supplementary Packet
October 1	Chapters 18, 19 (Competencies 6,7 & 8)
October 4	Chapter 13 Outlining & Note cards
October 6	Outlining Assignment-In Class
October 8	Individual Presentations
October 11	Individual Presentations
October 13	Individual Presentations
October 15	MIDTERM-Eight Competencies
October 18	Chapter 20, 21, 22
October 20	Chapter 20, 21, 22 Continued
October 22	Visual Aid Presentations
October 25	Visual Aid Presentations
October 27	Visual Aid Presentations
October 29	Visual Aid Presentations
November 1	Chapter 24 + Handouts (LAST WITHDRAWALS)
November 3	Chapter 25, 26 (Persuasive Topics Due)
November 5	Chapter 28 (Individual In Class meetings with me regarding topics selected)
November 8	Appendix A (Outlines Due)
November 10	1 st Persuasive Presentation
November 12	1 st Persuasive Presentation
November 15	1 st Persuasive Presentation
November 17	1 st Persuasive Presentation
November 19	Introduction to Communication & Discipline; Diversity
November 22	Diversity
November 24	In Class Work Day-Research/Library Time
November 26	In Class Work Day
November 29	NO CLASS-Thanksgiving break
December 1	In Class Work Day-Review Persuasive Presentations
December 3	2 nd Persuasive Presentation
December 6	2 nd Persuasive Presentation
December 8	2 nd Persuasive Presentation
December 10	2 nd Persuasive Presentation
December 13	Review for Final
December 15-18	Final Exams

Tuesday/Thursday Course Schedule *Syllabus is subject to change*

Date	Assignment Due/Class Topic
September 2	Syllabus/Schedule/Introductions
September 7	Diagnostic Presentations
September 9	Diagnostic Presentations & Chapters 1, 3, 17 Expectations and Grading Explanation
September 14	Chapters 2, 4, 5 (Handouts and Discussion)
September 16	Chapters 6, 7, 11, 12, 14 (Competency 1 & 2) In class assignment-prepare thesis
September 21	Chapters 8, 9, 10, 23 (Competency 3) In class assignment- prepare main points
September 23	Chapters 15, 16 (Competency 4 & 5) In class assignment transitions, summary, and final statements APA Handout-Bias Free Language
September 28	Chapters 18, 19 (Competencies 6,7 & 8)
September 30	Chapter 13 Outlining & Note cards Outlining Assignment-In Class
October 5	Individual Presentations
October 7	Individual Presentations
October 12	MIDTERM-Eight Competencies
October 14	Chapter 20, 21, 22
October 19	Visual Aid Presentations
October 21	Visual Aid Presentations
October 26	Visual Aid Presentations
October 28	Chapters 24 + Handouts (LAST WITHDRAWALS)
November 2	Chapter 25, 26 (Persuasive Topics Due)
November 4	Appendix A (Outlines Due)
November 9	1 st Persuasive Presentation
November 11	1 st Persuasive Presentation
November 16	1 st Persuasive Presentation
November 18	Introduction to Communication & Discipline; Diversity
November 23	In Class Work Day-Research/Library Time
November 25	NO CLASS-Thanksgiving break
November 30	In Class Work Day-Review Persuasive Presentations
December 2	2 nd Persuasive Presentation
December 7	2 nd Persuasive Presentation
December 9	2 nd Persuasive Presentation
December 15-18	Final exams