

Basic Course Information

| | | | |
|------------------------------|----------------------------|-----------------------------|------------------------------|
| Semester: | SPR 2021 | Instructor Name: | Dr. Melani Guinn |
| Course Title & #: | COMM 100 | Email: | melani.guinn@imperial.edu |
| CRNs: | 21082, 21083, 21084, 21085 | Office: | Zoom and Pronto |
| Class Dates: | 2/16/21 – 6/12/21 | Zoom office hours: | Tuesdays/Thursdays 2:30-3:30 |
| Units: | 3 | Pronto office hours: | Wednesday/Friday 1:30-2:30 |
| Class Format: | asynchronous online | | |

Course Description

Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches

Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. prepare and present a visual aid that illustrates a specific point;
2. use statistics, quotations, definitions and detailed illustrations as supporting materials;
3. identify the components of the nonverbal delivery process, which include eye contact, rate/pause, appearance.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. define, explain and apply the principles of oral communication;
2. incorporate and demonstrate ethical practices in all phases of speech preparation;
3. acquire, organize, interpret and utilize research materials;
4. analyze and adapt a speech topic to a variety of diverse audiences;
5. develop a clear, cohesive thesis and create a concise speech outline;
6. compose, organize and present to a live audience relevant speeches to introduce, inform and persuade;
7. demonstrate the characteristics of effective delivery;
8. support speech context through utilizing effective visual aids;
9. analyze and evaluate live or recorded speeches;
10. demonstrate active listening skills;
11. recognize the elements of and demonstrate effective techniques for reducing communication apprehension.

Textbooks & Other Resources or Links

Textbooks provided on Canvas at no charge to student.



Course Requirements and Instructional Methods

Lecture, discussion, group work, speeches, critiques of speeches, quizzes, homework

Course Grading Based on Course Objectives

| | |
|--|-----|
| Speeches | 50% |
| Public speaking exercises, group presentations, quizzes, homework, participation | 50% |

Course Policies

You must turn in Module 0 assignments during the first week of the semester on Canvas in order to demonstrate attendance. If you do not complete Module 0 during the first week of the semester, you will be dropped from the course. All other policies are described in detail on Canvas.

Other Course Information

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

| Week | Activity and/or Topic |
|---------------------------|--|
| 1 | Syllabus & Introduction |
| 2 | Vocal Delivery |
| 3 | Physical Delivery |
| 4 | Organization |
| 5 | Introductions/Conclusions |
| 6 | Differences Between Speaking and Writing |
| 7 | Practice/Peer Reviews |
| SPRING BREAK (April 5-10) | |
| 8 | Three Object Speeches |
| 9 | Persuasive Appeals – <i>ethos</i> , <i>pathos</i> and <i>logos</i> |
| 10 | <i>12 Angry Men</i> |
| 11 | Persuasion in Advertising |
| 12 | Group Presentation |
| 13 | <i>Logos</i> – Building Arguments |
| 14 | Practicing Visual Aids |
| 15 | Presentations |
| 16 | FINAL |

Subject to change without prior notice