

FUNDAMENTALS OF SPEECH COMMUNICATION (SPC 120) - Fall 2009

Instructor: Yuki Sasaki
Office: A-2-4
Office Hours: To be advised
E-mail: maeda@aiu.ac.jp

Course Description

This is an introductory course in Speech Communication. "The field of [speech] communication focuses on how people use verbal and nonverbal messages to generate meanings within and across various contexts, cultures, channels, and media. It promotes the effective and ethical practice of human communication."¹ In this course, students will work on improving their communication skills as both senders and receivers of messages in person-to-person, small group, and public situations. Students will be given the opportunity to study theories, develop a repertoire of techniques and strategies by doing exercises and activities, deliver oral presentations, and engage in small group discussions.

Course Objectives

This course aims to help students:

- develop confidence when speaking in front of a group;
- improve their use of eye contact, posture, gesture, and voice;
- present spoken information, ideas, and opinions in a coherent and organised way;
- learn the characteristics of informative and persuasive speaking;
- listen critically and objectively;
- lead and participate in group discussions;
- improve their understanding of communication and ability to communicate in a variety of contexts.

Texts

Wood, J. (2008). *Communication mosaics: An introduction to the field of communication*, 5th edition. Belmont: Thomson Wadsworth.

Billingham, J. (2003). *Giving presentations*. Oxford: Oxford University Press.

¹This definition was developed at the *Defining the Field of Communication Studies Conference* sponsored by the [American] Association for Communication Administration in cooperation with the National Communication Association, July 28-30, 1995.

Course Schedule - Fall 2009

Week	Topics
1	Introduction to the course (Syllabus, assessment, attendance policy, course schedule etc)
2	Introduction to the field of communication (1) (<i>Communication Mosaics [CM]</i> , Chapter 1; <i>Giving Presentations [GP]</i> , Chapter 1- About presenting)
3 Practice Test	Introduction to the field of communication (2) (<i>CM</i> , Ch.1; <i>GP</i> , Ch.2 - Preparing)
	Golden Week - No classes
4	Speaking in Public (1) (<i>CM</i> , Ch. 13; <i>GP</i> , Ch. 3 - Structuring)
5 Test (1)	Speaking in Public (2) (<i>CM</i> , Ch. 13 ; <i>GP</i> , Ch. 7** - Giving your presentation)
6	Verbal and Nonverbal Communication (1) (<i>CM</i> , Ch. 4, pps 66-76; 84-8; Ch. 5; <i>GP</i> , Ch. 4 - Choosing and preparing visual aids)
7 Test (2)	Verbal and Nonverbal Communication (2) (<i>CM</i> , Ch. 5 ; <i>GP</i> , Ch. 5 - Using notes)
8	Adapting Communication to Different Contexts (1) (<i>CM</i> , Ch. 8; <i>GP</i> , Ch. 6 - Rehearsing)
9 Test (3)	Adapting Communication to Different Contexts (2) (<i>CM</i> , Ch. 8; <i>GP</i> , Ch. 8 - Team presentations)
10	Communication in Personal Relationships (1) (<i>CM</i> , Ch. 10; <i>GP</i> , Ch. 9 - Presenting with visual aids)
11 Test (4)	Communication in Personal Relationships (2) (<i>CM</i> , Ch. 10; <i>GP</i> , Ch. 10 - Managing your presentation)
12	Communication in Groups and Teams (1) (<i>CM</i> , Ch. 7, pps 138-142, 147-153; <i>CM</i> , Ch. 11)
13 Test (5)	Communication in Groups and Teams (2) (<i>CM</i> , Ch. 11)
14	Course Evaluation and Review
15	FINAL EXAM WEEK - No SPC classes

Assessment

Reading Reviews [40%]

Students are required to read selected chapters from the textbooks each week. At the beginning of every other week, students will be asked to answer (in writing) questions based on the assigned reading in *Communication Mosaics*.

The Reading Reviews assess understanding of key ideas about communication discussed in the textbooks. They also motivate students to read the assigned chapters and provide practice in academic reading.

Each Reading Review is worth 10% of the final grade. Students who attend all classes will complete 5 Reading Reviews. Only the student's **four** highest marks will be counted towards the final grade.

Presentations [25%; 35%]

In addition to regular classroom discussion activities, each student will give **three presentations**. One will be based on a chapter of *Giving Presentations* and will not be formally assessed.

The other two presentations, which will be **formally assessed**, will represent 25% and 35% respectively of the final grade. These will be based on students' original research. Students are encouraged to prepare well in advance and to rehearse as much as possible before the day of their presentation. An outline indicating the presenter's topic, main points, organization and sources must be submitted to the instructor **two weeks before** the date of the first presentation. Students are expected to work independently on their second presentation, taking account of feedback received.

- The presentations aim to assess the extent to which the skills and knowledge listed under the Course Objectives have been acquired.

Course Policy on Attendance

As most of the learning in this course occurs during small group discussions and while observing and evaluating each others' presentations, students who repeatedly miss class will be penalized as follows.

- Students who are **absent from class more than twice** cannot achieve an A grade for the course.

All Reading Review tests and Presentations must be completed on the date scheduled and cannot be taken/presented at a later date.

However, students who miss class **due to personal or family emergencies** may request an excused absence.

In all cases of absence, students are expected to communicate with their instructor via e-mail to explain their absence.