

## Course Requirements for COMM 101: Fundamentals of Communication

**Required Textbook:** Froemling, K.K., Grice, G.L., & Skinner, J.F. (2011). Communication: The handbook. Allyn & Bacon.

### I. Chapters that all sections of COMM 101 MUST cover

#### Foundations of Communication

- Chapter #1: Elements of communication
- Chapter #2: Perception of the self and others
- Chapter #3: Listening
- Chapter #4: The power of language
- Chapter #5: Nonverbal communication

#### Fundamentals of Public Speaking

- Chapter #10: Understanding the speech process, analyzing your audience, and generating your topic
- Chapter #11: Researching your speech topic and supporting your speech
- Chapter #12: Organizing and outlining
- Chapter #13: Delivering your speech and using presentational aids
- Chapter #14: Informative Speeches
- Chapter #15: Persuasive Speeches

### II. Course objectives and language rubric

- To provide a general framework for understanding and practicing human communication;
- To introduce students to the variety of forms and purposes of communication and language in various contexts.
- To develop abilities in message preparation and organization;
- To demonstrate rhetorical sensitivity through appropriate and effective design and adaptation of messages based on audience analysis;
- To develop critical thinking and listening skills;
- To constructively critique public presentations according to criteria discussed in class;
- To demonstrate basic skills in listening, outlining, using verbal and visual supporting materials, language use, nonverbal cues, and other components of effective public speaking;
- To demonstrate basic skills in researching and evaluating information.

### III. Required Assignments

- 3 Speeches—Instructor's choice, informative, and persuasive.
- On the afternoon or evening before each scheduled in-class speech, students are required to meet with a Speech Assistant for a practice session.
- Full-sentence speech outlines (3)
- Audience analysis assignments (x2)
- Library assignment—should be scheduled around mid or late October
- Exams (with 10 common final exam questions)
- Participation