

COMMUNICATION 104: Oral Communication

Spring 2015

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TEXTBOOK:

Duck, S. W., & McMahan, D. T. (2015). *Communication in everyday life: The basic course edition with public speaking*. Thousand Oaks, CA: Sage.

COURSE OBJECTIVES AND OUTCOMES:

1. Students will gain an understanding of rhetorical and communication theory, including (a) communication processes; (b) verbal communication; (c) nonverbal communication; and (d) listening
2. Students will gain the ability to engage in critical listening and thinking
3. Student will gain an understanding of social and personal relationships, including the role of communication in the development, maintenance, and transformation of relationships
4. Students will gain an understand of the social uses and functions of media and technology in everyday life
5. Students will gain an understand of public discourse and the ability to accomplish the following: (a) analyze audiences; (b) locate, organize, evaluate, and synthesize information from print, electronic, and digital sources; (c) develop effective arguments; (d) develop effective introductions and conclusions; (e) effectively deliver information publically
6. Students will gain an awareness and understanding of being active, creative, ethical, and culturally-aware citizens

COURSE REQUIREMENTS:

1. *Readings*. Complete required reading assignments.
2. *Class Attendance and Classroom Participation*. Class attendance and classroom participation are strongly encouraged. Indeed, for this course to be what it should for you, class attendance and classroom participation are a minimum condition necessary to benefit from the participatory nature of the classroom discussion and interaction.
3. *Examinations One, Two, and Three*. The examinations will cover all assigned readings, lecture material, and classroom discussions. (100 points each)
4. *Informative Speech*. You will deliver a speech intended to develop understanding of a topic through definition, clarification, or explanation of a process. (100 points)

5. *Analysis Paper*. You will have the opportunity to conduct an analysis of human interaction using the theory and knowledge gained throughout the semester. Specific details will be provided in class. (100 points)

TENTATIVE SCHEDULE:

Week One

An Overview of Communication

Read: Duck and McMahan, Chapter One

Week Two

Histories of Communication

Read: Duck and McMahan, Chapter Two

Week Three

Verbal Communication

Read: Duck and McMahan, Chapter Four

Nonverbal Communication

Read: Duck and McMahan, Chapter Five

Week Four

Listening and Critical Thinking

Read: Duck and McMahan, Chapter Six

Examination One

Week Five

Preparing for a Public Presentation

Read: Duck and McMahan, Chapter Thirteen

Week Six

Developing a Public Presentation

Read: Duck and McMahan, Chapter Fourteen

Week Seven

Delivering a Public Presentation

Read: Duck and McMahan, Chapter Sixteen

Examination Two

Week Eight

Informative Speeches

Week Nine

Informative Speeches

Week Ten

Identities and Communication

Read: Duck and McMahan, Chapter Three

Personal Relationships

Read: Duck and McMahan, Chapter Seven

Week Eleven

Personal Relationships

Read: Duck and McMahan, Chapter Seven

Week Twelve

Groups and Leaders

Read: Duck and McMahan, Chapter Eight

Communication in the Workplace

Read: Duck and McMahan, Chapter Nine

Week Thirteen

Culture and Communication

Read: Duck and McMahan, Chapter Ten

Technology and Media in Everyday Life

Read: Duck and McMahan, Chapter Eleven

Week Fourteen

Technology and Media in Everyday Life

Read: Duck and McMahan, Chapter Eleven

Week Fifteen

Examination Three

Analysis Paper Due