

COMMUNICATION 104: ORAL COMMUNICATION

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Spring 2020

Missouri Western State University
College of Liberal Arts and Sciences
Department of Communication Studies and Journalism

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.

NCA LEARNING OUTCOMES

LOC #1: Describe the communication discipline and its central questions

LOC #2: Employ communication theories, perspectives, principles, and concepts

LOC #4: Create messages appropriate to the audience, purpose, and context

LOC #5: Critically analyze messages

LOC #6: Demonstrate the ability to accomplish communication goals

LOC #8: Utilize communication to embrace difference

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.
4. *Informative Speech.* You will deliver a speech intended to develop understanding of a topic through definition, clarification, or explanation of a process.
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.

GRADING AND PHILOSOPHY

Examination One	20%	100 Points
Informative Speech	20%	100 Points
Examination Two	20%	100 Points
Examination Three	20%	100 Points
Analysis Paper	20%	100 Points

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

“C” work is done on time, with attention given to the specific requirements of the assignment, and manifests average involvement with the course content. A “B” includes all of the characteristics of “C” work, but also reflects superiority and dedication observable in the product the student offers. An “A” is reserved for work which includes all of the characteristics of “C” and “B” work but which also manifests excellence, creativity, and evidence of meticulous preparation.

REQUIRED READING

Duck, S. W., & McMahan, D. T. (2021). *Communication in everyday life: The basic course edition with public speaking* (Third edition). Thousand Oaks, CA: Sage.

COURSE SCHEDULE

Week One

An Overview of Communication

Read: Duck and McMahan, Chapter One

Identities, Perceptions, and Communication

Read: Duck and McMahan, Chapter Two

Week Two

Nonverbal Communication

Read: Duck and McMahan, Chapter Three

Verbal Communication

Read: Duck and McMahan, Chapter Four

Week Three

Culture and Communication

Read: Duck and McMahan, Chapter Five

Listening and Critical Thinking

Read: Duck and McMahan, Chapter Six

Week Four

Review for Examination One

Examination One

Week Five

Preparing for a Public Presentation

Read: Duck and McMahan, Chapter Twelve

Week Six

Developing a Public Presentation

Read: Duck and McMahan, Chapter Thirteen

Giving Informative and Persuasive Talks

Read: Duck and McMahan, Chapter Fourteen

Week Seven

Delivering a Public Presentation

Read: Duck and McMahan, Chapter Fifteen

Examination Two

Week Eight

Informative Speeches

Week Nine

Informative Speeches

Week Ten

Spring Break

Week Eleven

Personal Relationships

Read: Duck and McMahan, Chapter Seven

Week Twelve

Personal Relationships (Continued)

Read: Duck and McMahan, Chapter Seven

Groups and Leaders

Read: Duck and McMahan, Chapter Eight

Week Thirteen

Communication in the Workplace

Read: Duck and McMahan, Chapter Nine

Interviewing

Read: Duck and McMahan, Chapter Eleven

Week Fourteen

Technology and Media in Everyday Life

Read: Duck and McMahan, Chapter Ten

Week Fifteen

Histories of Communication: The Communication Discipline and Earning a Communication Degree

Read: Duck and McMahan, Appendix

Finals Week

Examination Three

Analysis Paper Due