COURSE LEARNING OUTCOMES

1. Demonstrate an understanding of the elements and the transactional nature of communication.
2. Recognize and accept causes of perceptual differences.
3. Demonstrate use of improved listening skills.
4. Effectively interact in group activities, discussions, and presentations.
5. Speak clearly, accurately, and fluently with a sense of continuity.
6. Construct speech outlines incorporating a thesis statement and specific purpose.
7. Effectively use research and other supporting material to back up claims orally and in writing.
8. Refute and defend ideas in an assertive rather than an aggressive manner.
10. Write (a) paper/s that develop central and subordinate ideas toward a linear conclusion/s.

DETAILED COURSE OUTLINE

A. Basic Principles of Communication
   1) The Communication process
      a) Definition of Communication
      b) Elements of Communication
      c) Types of Communication

B. Perception and Communication
   1) The Development of perception and self-concept
   2) Perceptions of others
   3) Our perceptions of the world
   4) Attribution
      a) Narratives
         (1) Scripts
         (2) Cognitive schemata
      5) Improving perceptions and self-concept

C. Listening
   1) The listening process
   2) Listening and information
   3) Critical listening
   4) Reflective listening
   5) Cultural differences
   6) Active listening

D. Verbal Communication (Language)
   1) People determine meaning
   2) Verbal styles
   3) Cultural differences
   4) Gender differences
   5) Language clarity

E. Nonverbal Communication (Everything other than language)
   1) Principles of nonverbal communication
   2) Types of nonverbal messages
   3) Uses of nonverbal communication
4) Cultural differences  
5) Gender differences  
6) Changing and improving nonverbal communication

F. Interpersonal Communication  
1) Interpersonal relationships  
2) Attraction to others  
3) Roles and relationships communication  
4) Self-disclosure  
5) Evaluating and improving relationships  
6) Stages of relationships  
7) Relationship strategies  
8) Interpersonal conflict and resolution.

G. Communicating in Groups  
1) Characteristics of small groups  
2) Goals  
   a) Size  
   b) Norm and rules  
3) Cohesiveness  
4) Group roles

H. Problem Solving in Groups  
1) Recognizing the problem  
2) Analyzing the problem  
3) Finding and evaluating solutions

I. Decision Making in Groups  
1) Leadership in groups  
2) Leadership styles  
3) Leadership selection  
4) Leadership processes and procedures

J. Public Communication (Public Speaking)  
1) Getting started  
2) Selecting topics  
3) Narrowing topics  
4) Analyzing the audience  
5) Analyzing the occasion

K. Researching and Organizing the Speech  
1) Gaining attention  
2) Topic statement  
3) General and specific purpose  
4) Thesis statement  
5) Supporting material  
6) Evidence  
7) Organization patterns  
   a) Informative, Persuasive, Motivational, Ceremonial  
8) Preparation outlines  
9) Presentation outlines
L. Delivering the Speech
   1) Principle of effective delivery
   2) Types of delivery
   3) Using the body and the voice
   4) Using visual aids
   5) Practicing the delivery

M. The Informative Speech
   1) Goals of informative speaking
   2) Speaker credibility - Ethos
   3) Credibility of sources
   4) Strategies for informative speeches
   5) Critiquing informative presentations

N. The Persuasive Speech
   1) Speaker credibility - Ethos
   2) Structuring the persuasive message
   3) Using emotional and logical appeals – Pathos, Logos
   4) Critiquing persuasive presentations

O. Culture and Communication
   1) Cultural patterns
   2) Verbal distinctions
   3) Nonverbal distinctions
   4) Perception
   5) Attribution
   6) Personal Constructs
      a) Person Prototypes
      b) Stereotypes