Azerbaijan University

Spch. 1000 Human Communication

Spring 2010 Term

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Course description:

The course is predominantly designed for undergraduate students and primarily aims at providing basic guide to understanding human communication. It features the fundamental principles of effective oral communication, emphasizing interpersonal communication as well as public speaking. Through role playing, speeches, and evaluations of other speakers, students explore the complexities of communication in today’s society.

Objectives:

- to gain confidence in public speaking
- to further develop thinking skills in logically presenting, developing, and evaluating ideas and opinions
- to master the basics of good outlining
- to appreciate the role communication plays in one's personal, social, and professional life
- to improve listening skills to effectively use and evaluate elements of various kinds of communication

Course requisites:

Each student is required to make two informative and one persuasive speech before the audience. Midterm exam is a requirement and part of the course grade. Moreover, each student is required to take quizzes and to actively involve in class discussions. At the very end of the semester students will be required to take a final exam.

In addition, as it is set out below in the evaluation section, participation is carefully assessed; therefore no pretext will be accepted with regard to absence unless official permission is received from relevant authorities.

Evaluation:

- Every speech will receive two grades (one for delivery and one for the outline/content) which average to yield the grade for the particular speech.
• Class participation involves being an attentive audience member, carrying out assigned tasks in group activities, evaluating speeches, and discussing topics pertinent to the course content.

• Class Participation (reading, quizzes, class activities and discussions) 10
• Informative Speech (4-6 minutes) 8
• Informative Speech (how-to-do-it) with Visual Aids (6-8 minutes) 12
• Final Persuasive Speech (8-10 minutes) 20
• Mid-term Exam 20
• Final Exam 30

Total 100

Required reading material: Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth.


Please note that the copies of the aforementioned books are available. In addition, the instructor will provide handouts on certain subjects for a particular class.

Plagiarism: Working collaboratively with other students or student tutors is acceptable; however, all work for this class must represent the student’s own thought, research, and self-expression. If a student cannot discuss or satisfactorily explain the work, the writing may be viewed as plagiarized. A student who submits work as original but has borrowed ideas, organization, wording or other elements from another source without appropriate acknowledgment has plagiarized. Plagiarism is a serious offense resulting in a failing grade for the course and possible disciplinary action from the university.

Course Outline

Foundations of Communication

Introduction to Communication

Introduction to Communication initially defines what communication is, and furthermore it explains why effective communication is important. Moreover, it provides knowledge on types of communication, and subsequently differentiates them in a proper way.


Nonverbal Communication

The class defines nonverbal communication and emphasizes its importance by presenting some examples. In addition, it provides functions of nonverbal communication and presents types of nonverbal message. Furthermore, it spells out challenges to nonverbal communication and provides the way-out.

Required Reading: Morreale, Spitzberg, and Barge, Human Communication: Motivation, Knowledge and Skills, Wadsworth, p. 118-138.

Why listening is important?

The assigned class elaborates what the listening process is, and additionally it spells out types of listening. Furthermore, it identifies challenges to listening and provides a rule of thumb on how to get rid of impediments.

Required Reading: Morreale, Spitzberg, and Barge, Human Communication: Motivation, Knowledge and Skills, Wadsworth, p. 145-160.


Interpersonal Communication

Presenting Interpersonal Communication

A guide to interpersonal communication is provided. Moreover, the class identifies a model of interpersonal communication and challenges to interpersonal competence. Eventually, we can master ethics and interpersonal communication.

Required Reading: Morreale, Spitzberg, and Barge, Human Communication: Motivation, Knowledge and Skills, Wadsworth, p. 207-229.

Interpersonal relationships: building knowledge

This class is designed to provide knowledge on what to communicate and how to communicate. Additionally, it discusses challenges to competence and provides relevant expertise on how to overcome them.

Required Reading: Morreale, Spitzberg, and Barge, Human Communication: Motivation, Knowledge and Skills, Wadsworth, p. 238-257.

Interpersonal relationships: developing skills

The class talks about the essence of communication skills, and furthermore it emphasizes types of interpersonal skills by giving several examples.
**Required Reading:** Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth, p. 266-282.

**Small Group Communication**

**Presenting Small Group Communication**

Small group communication enables students to make speech before the audience, and serves as a springboard to build confidence, overcome stage fright, and to master characteristics of communication, such as responsibilities and cultural features. In addition, it emphasizes the importance of group communication and motivation. Moreover, it discusses challenges and the ways on how to overcome them.

**Required Reading:** Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth, p. 295-315.

**Supplementary Reading:** Stephen E. Lucas, *the Art of Public Speaking*, sixth edition, United States of America, 1998, p. 458-474

**Midterm Exam**

**Managing relations in groups: leadership**

Leadership in group is of crucial importance. This skill will enable students to manage once a certain conflict appears. Leadership requires leading people, thus some guidelines will be presented.

**Required Reading:** Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth, p. 357-379.

**Public Speaking**

**Presenting Public Speaking**

The class is designed to provide relevant expertise to students on how to deliver the speech in a proper way before the audience. To this end, basic skills are to be provided on the intent that they will enable students to use these necessary skills in their further professional career.

**Required Reading:** Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth, p. 389-411.

**Supplementary Reading:** Stephen E. Lucas, *the Art of Public Speaking*, sixth edition, United States of America, 1998, p. 292-308

**Understanding Speech Preparation**

Understanding speech preparation is the first step to making a speech. That is, it is a process that eventually helps you make a good speech. To this end, finding a good topic and specifying it should be the initial stage. Afterwards, general and specific purpose is to be set. Further stages involve gathering materials, organizing, outlining and using visual aids accordingly.
**Required Reading:** Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth, p. 421-449.

**Delivering your speech**

According to a survey, delivery is very challenging for most people, even for polished speakers. Since presentation involves eloquence, coherence, gestures, facial expression, eye contact, sound of voice, the value of correctness, and so forth it even requires more practice.

**Required Reading:** Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth, p. 458-479.

**Speaking to inform**

After dealing with the delivery, the last two classes will be devoted to the types of speaking, that is, speaking to inform and speaking to persuade. Speaking to inform is a must. As most speeches aim at informing, that is, descriptive and explanatory this type of speech is very common. The class will deal with organizing and outlining an informative speech, and furthermore it will define challenges and will provide some techniques on handling informative speaking.

**Required Reading:** Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth, p. 487-506

**Supplementary Reading:** Stephen E. Lucas, *the Art of Public Speaking*, sixth edition, United States of America, 1998, p. 343-361

**Speaking to persuade**

The second type of speaking, however, is a persuasive speaking. To deal with a persuasive speaking, students will master certain skills that will ultimately enable them to cope with an argumentative speaking.

**Required Reading:** Morreale, Spitzberg, and Barge, *Human Communication: Motivation, Knowledge and Skills*, Wadsworth, p. 517-536.

**Supplementary Reading:** Stephen E. Lucas, *the Art of Public Speaking*, sixth edition, United States of America, 1998, p. 371-392

**Final Exam**