

PROFESSIONAL COMMUNICATION SKILLS

INSTRUCTORS TBA

CMS 306M

FALL 2009

CLASS SIZE: 27

Please see the online course schedule for a complete listing of section date/times.

DESCRIPTION:

The goal of this course is to make you a more competent professional communicator by studying the theories and principles of effective communication, applying these principles in a variety of assignments, and critiquing the performances of other speakers. At the end of the semester, you should be able to prepare and succeed in conducting group meetings, and presentations; analyze and adapt to various audiences; and adjust to different speaking situations, purposes, and contexts.

TEXTBOOKS:

Professional Communication Skills (2008). Anna M. Young, John A. Daly & Adria Battaglia (Eds). Indianapolis, IN: Pearson.

GRADING SYSTEM:

Group Meeting - 40 points, Informative Presentation - 50 points, Persuasive Speech - 60 points, Impromptu Speech - 30 points; Exam One - 60 points, Exam Two - 60 points, Participation - 30 points, Three Written Evaluations - 45 points (15 points each), *Optional Extra Credit (no more than 2) 2 points each, 4 points max.*

TOTAL COURSE POINTS 375 points

PREREQUISITES/RULES:

ONLY ONE MAY COUNT: SPE 305, SPE 319, CMS 305, CMS 319, or CMS 306M