COM 11400
PRINCIPLES OF HUMAN COMMUNICATION
(30 Students/Section Max.)

Course Outcomes [Related ME Program Outcomes in brackets]

1. Introduce students to the fundamentals of human communication [B1].
2. Develop basic interpersonal communication skills [B1].
3. Develop basic teamwork skills and learn how to prepare group presentations [B1, B2, C1]
4. Learn how to prepare and deliver effective informational speeches [B1]
5. Learn how to prepare and deliver effective persuasive speeches [B1]

Human Communication
1. Background and Definitions
2. Areas of Communication Study
3. Language
4. Implications for Communication
5. Ethical Communication

Interpersonal Communication
1. Definitions
2. Interpersonal Skills
3. Conversational Skills
4. Comforting
5. Conflict Resolution

Practice
1. Interpersonal Exercises

Teamwork Skills and Group Presentations
1. Characteristics
2. Roles and Leadership
3. Problem Solving Procedures

Practice
1. Small Group Exercises
2. Group Presentation (4-7 students/group, 30-35 min. speech)
3. Written Report on their “Group Presentation Experience” (Individual, 5 pages)

Informational Speeches
1. Analyzing the Situation:
2. Audience, Speaker, and Message
3. Brainstorming Topic Ideas
4. Narrowing the Topic: The Thesis
5. Statement
6. Selecting/Arranging Major Points
7. Introductions, Transitions,
8. Conclusions
9. Language/Tone of Speaker
10. Organizing the Speech
11. Rehearsing the Speech
12. Purpose & Approaches &
13. Principles of Informational
14. Speaking

Practice
1. Informative Speech I (Individual, 4-6 min. speech)
2. Informative Speech II (Individual, 5-7 min. speech)

Persuasive Speeches
1. Influencing Decisions
2. Composing a Persuasive Speech
3. Persuasion and Reasoning

Practice
1. Persuasive Speech (Individual, 6-8 min. speech)

Revision Date: 2/26/2013
### 1. COURSE NUMBER AND NAME: COM 11400  Fundamentals of Speech Communication

### 2. CREDITS AND CONTACT HOURS: 3 credits
- **a. Lecture** – 3 days per week at 50 minutes for 16 weeks

### 3. COURSE COORDINATOR OR INSTRUCTOR:
Jane Natt, Clinical Assistant Professor, COM 114 Course Director

### 4. TEXTBOOK:

### 5. SPECIFIC COURSE INFORMATION:

#### a. Catalog Description:
A study of communication theories as applied to speech; practical communicative experiences ranging from interpersonal communication and small group process through problem identification and solution in discussion to informative and persuasive speaking in standard speaker-audience situations. Typically offered fall, spring, and summer.

#### b. Prerequisites:
None

#### c. Status: Elective

### 6. SPECIFIC GOALS FOR THE COURSE
#### a. Course Outcomes:
[Related ME Program Outcomes in Brackets]
1. Introduce students to the fundamentals of *human communication* [B1].
2. Develop basic *interpersonal communication* skills [B1].
3. Develop basic *teamwork skills* and learn how to prepare *group presentations* [B1, B2, C1]
4. Learn how to prepare and deliver effective *informational speeches* [B1]
5. Learn how to prepare and deliver effective *persuasive speeches* [B1]

#### b. Related ME Program Outcomes:
[Related ABET Outcomes Listed in Brackets]
A1. Engineering Fundamentals; B3. Prof/Ethical Responsibility;  
A3. Experimental Skills; B5. Life-Long Learning;  
A4. Modern Engr Tools; C1. Leadership,  
A5. Design Skills; C2. Global Engineering Skills;  
A6. Impact of Engr Solns; C3. Innovation;  
B1. Communication Skills; C4. Entrepreneurship  
B2. Teamwork Skills

### 7. LIST OF TOPICS: See following page.

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**PREPARED BY:** Zachery Koppelmann, ME WEP Coordinator  
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