

Business and Professional Communication Speech 1321.2

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Odessa College – Summer I, 2011

With the exception of the first day, do the readings before coming to class. You are responsible for changes in dates and assignments announced in class.

- Mon. Jun. 6 Introduction to Course. Introduction of class members.
Chapter 1: Types of Communication at Work
- Tues. Jun. 7 Chapter 2: Communication, Culture, and Work
- Wed. Jun. 8 Chapter 3: Listening. **Select a briefing** which might be used at a job in your area. **(2 – 3 minutes). Present this briefing on June 22.**
- Thurs. Jun. 9 Chapter 4: Verbal and Nonverbal Messages/ Sexual Harassment.
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- Mon. Jun. 13 Chapter 5: Interpersonal Skills. Expectations for Informative—Critique Sheet.
- Tues. Jun. 14 Informative Presentation Due / Peer Review
- Wed. Jun. 15 Chapter 6: Principles of Interviewing. Set up an **Information Gathering Interview** with a person in your field. **A written report is due June 30.**
- Thurs. Jun. 16 Chapter 7: Types of Interviews/Resumé
Submit a personal resumé—pp. 521-525
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- Mon. Jun. 20 Conduct Interviews – role play
Chapter 8: Working in Teams: Small Group and Group Assignments for Group Project
- Tues. Jun. 21 Present material gathered to Group. Work in Groups.
- Wed. Jun. 22 Chapter 9: Effective Meetings—**Present Briefing assigned July 9.**
- Thurs. Jun. 23 **MID-TERM EXAM.** Bring Scantron (100) and a #2

Pencil. Work in Groups after the test.

Mon. Jun. 27 Chapter 10: Developing and Organizing Presentations
Tues. Jun. 28 Chapter 11: Verbal and Visual Support in Presentations
Wed. Jun. 29 Chapter 12: Delivering the Presentation
Thurs. Jun. 30 Planning time for Group Presentations. What visuals will be used?

Mon. Jul. 4 **Holiday!**
Tues. Jul. 5 **Present Group Presentations**
Wed. Jul. 6 Read Chapter 13: Persuasive Presentations
Thurs. Jul. 7 **Persuasive Presentation (Infomercial 1-3 minutes)**
Other Speeches: A toast and an acceptance speech each about 2-3 minutes. FINAL EXAM. Bring a Scantron and a # 2 pencil.

Students who have *no absences or tardies* and are satisfied with their grades may be excused from the final. All others will need to take the final at the appointed time for the class.