## COMM 286: Business & Professional Communication

Course Schedule | Fall 2014 Tues Assessment Meeting

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic/Assigned Reading/Lecture</th>
<th>Assignment Due</th>
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| 1    | August 26 | - Course Intro  
- Course Syllabus, Calendar, Policies  
- Tips for Success  
- Why Communication?  
- Weekly Lecture- Introduction to Course | Course Intro Quiz |
| 2    | September 2 | **Defining Communication**  
- Ch 1 - Communicating at Work  
- Four Models of Communication insert (in E-Book)  
- Weekly Lecture- Communication Models | Student Information Sheet (Submit on Safe Assignment and hard copy)  
Quiz 1- reading and lecture |
| 3    | 9 | **Listening and Verbal & Nonverbal Communication**  
- Ch 3 – Listening  
- Ch 4 – Verbal and Nonverbal Messages  
- Weekly Lecture: Dialogue | Quiz 2- reading and lecture |
| 4    | 16 | **Developing Business Presentations**  
- Ch 9 Developing and Organizing the Presentation  
- Ch 10 Verbal and Visual Support  
- Review Individual Speech Outline Assignment and Grade Rubric  
- Weekly Lecture: Outlining | Quiz 3- reading and lecture |
| 5    | 23 | **Communication and Organizational Culture**  
- Ch 2 and 2A - Communication, Culture &Work  
- Organizational Culture AND Socialization Insert (in E-Book)  
- Weekly Lecture: Organizational Culture | Quiz 4- reading and lecture |
| 6    | 30 | **Interviewing**  
- Ch 6 – Principles of Interviewing  
- Developing Interview Protocol Insert (in E-Book)  
- Review Interview Protocol, Summary and Team Org Analysis Assignments  
- Weekly Lecture: Interview Protocol | Outline Individual Speech Due  
Outline Individual Speech Due  
In Class Work on Team  
Plan/Schedule |
<table>
<thead>
<tr>
<th>Week</th>
<th>Collaboration</th>
<th>Business Presentation Delivery</th>
<th>Team Organizational Analysis Presentations</th>
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| 7    | Quiz 6 – reading and lecture | - Ch 7 - Leading and Working in Teams  
- Ch 8 - Effective Meetings  
- Review Impromptu Assignment and Grade Rubric  
- Weekly Lecture: Small Group Problem Solving | All Extra Credit Due |
| 8    | - Ch 11 - Delivering the Presentation  
- Ch 12 – Types of Business Presentations  
- Impromptu Delivery Pointers  
- Weekly Lecture: Impromptu | - Review Individual Speech Delivery Assignment and Grade Rubric  
- Weekly Lecture: Delivery Tips | Team Organizational Analysis Due |
| 9    | NO CLASS FALL BREAK | | |
| 10   | - Speech Day | - Impromptus | |
| 11   | November 4 | - Speech Day | |
| 12   | November 18 | - Speech Day | |
| 13   | | | |
| 14   | NO CLASS Thanksgiving Break | | |
| 15   | December 2 | Quiz 7 – reading and lecture  
*All Extra Credit Due* | |
| 16   | | | |

*Class Schedule is Tentative and Subject to Change  
*Please Note: Your proactive involvement in the course (coming to each class prepared having read the required material and watched/taken notes over the required lecture) and with your team is a necessity (meet with your team well informed and fully prepared to make progress on final project)