**Professional Communications Syllabus**

 **Mrs. Maxwell**

Welcome to Professional Communications! This course is designed to help students become a better and more effective communicator in both formal and informal settings. Students will receive a half credit for this course. During this semester, students will study and practice the techniques and strategies of effective communication. Below is an overview of some of the major units/activities that we will complete during the course.

* Personality assessment and “20 Facts About Me.” (First week of school)
* The Communication Cycle
* Manuscript Speech “If I Had Three Wishes”
* The Interview Speech
* Extemporaneous Speaking
* Persuasive Speech
* The Demonstration Speech
* Impromptu Speaking
* Types of Communication (verbal/nonverbal)
* Communication in the Business world (resumes, social media, interview etiquette)

**Students will learn vocabulary words with each unit and will be tested over their knowledge and ability to apply them in both speeches and formal assessments.**

**Grading Policy:** The students test average and daily average will be weighted equally. Daily Average -50% Test Average - 50%.

**Late Work:**  Ten points will be counted off for each day an assignment is late. If a student is absent, he/she has the number of days absent to make up missed assignments. For Example, if a student is absent 1 day, he/she has one extra day to complete the assignment.

**Class Expectations**

*Be Prompt*

*Be Prepared*

*Be a Promoter*