

**502 Total Communication**  
**BEAR VALLEY BIBLE INSTITUTE**  
3 Semester Hours  
Michael D. Rogers, Instructor

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**COURSE SYLLABUS**

**Course Description:**

This course is a study of the various methods of communication. Attention will be given to three specific areas: Communication in Writing (bulletin articles, newspaper articles, and articles for Christian publications); Public Communication (preaching, teaching, radio, TV); and Interpersonal Communication (within family, between preacher and elders, etc.).

**Course Objectives:**

1. To help each student comprehend the value of proper communication in every aspect of life.
2. To provide assignments for each student to demonstrate effective communication in prescribed areas.
3. For each student to make good communication a way of life.

**Course Approach:**

Because we are not in a classroom, the approach for this class will be mail, email, and telephone when necessary.

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**Course Requirements:**

1. Reading. There are four books listed in Required Reading. Three of these books are required. You must read Thinking on Paper and Preaching to Programmed People: Effective Communication in a Media-Saturated Society. You must also read one of the

following: Understanding Human Communication or Interpersonal Communication. You are not required to read both. When you have completed the reading, please submit a note indicating such.

### Required Reading

- Adler, Ronald B, and George Rodman. Understanding Human Communication. 8<sup>th</sup> ed. New York: Oxford, 2003.
  - Howard, V.A., and J.H. Barton. Thinking on Paper. New York: Marrow, 1986.
  - Trenholm, Sarah, and Arthur Jensen. Interpersonal Communication. New York: Oxford, 2004.
  - Turner, Timothy A. Preaching to Programmed People: Effective Communication in a Media-Saturated Society. Grand Rapids: Kregel, 1995.
2. Each student must demonstrate an understanding of the communication process by explaining in writing what is involved in communication. Please include a diagram of the communication process. The books will help you understand what I expect in this diagram.
  3. Each student will read one article (church bulletin article, newspaper article, or Christian publication) and submit an evaluation of how the author communicated his point. This evaluation should be no more than 300 words. Please include a copy of the article you evaluate.
  4. Each student will write and submit an article on the topic of your choice not to exceed 500 words. Use what you have learned from your study of the communication process and your evaluation to help you with this assignment.
  5. Each student will write and submit a 2-4 page paper on “How to Communicate the Gospel.” Select a scripture for your text, and use other biblical examples. You should use other reference materials as well. Remember, you can communicate effectively only to those whose attention you have captured. (You may also submit this assignment in a PowerPoint presentation on a CD-R, disk, or email attachment if you wish. However, the PowerPoint presentation will not replace the paper).
  6. Since mannerisms and appearance is as important to public communication as the words used, each student will submit a videotape of himself delivering a public speech (20-30 minutes). Please submit a manuscript or outline with the video tape. This may be an oral presentation of your paper from “How to Communicate the Gospel” (Assignment 5). Although it is preferred, this video does not have to be in a public setting. You may set up a video camera in your home, if necessary. However, you should present yourself and your material as if you were in a public setting. I will be looking for voice inflection, appearance, and movement, in addition to verbal communication.

7. Each student will submit a research paper on an area of interpersonal communication. You may write on how to improve communication in the home, or how to improve communication in the church. If you would like to write on some other area of interpersonal communication, I will need to approve it. This paper should be 10-12 pages with a minimum of 25 sources.
8. All papers are to be typed, doubled-spaced (12 point, Times New Roman) in MLA style. There must be a full bibliography page with each paper.

***I ask that each student submit the completed assignments in the order listed. This will allow me to grade the assignments and get them back to you so you will not repeat the same mistakes. The exceptions are Assignments 5 and 6. You may submit these together.***

**Grading:**

Your grade on each assignment will be influenced by:

- How well you follow instructions.
- How well you display an understanding of human communication.
- How well you communicate your objective.
- Documented research and references.
- Completion of assignments.
- I will count off for what I perceive to be filler. I want you to be able to communicate precisely and concisely.

Your grade will be determined as follows:

Reading	10%
Communication explanation/diagram	15%
Article evaluation	10%
Topical article	10%
Paper: "How to Communicate the Gospel"	15%
Videotape/Manuscript or outline	15%
Research Paper	25%

The grading scale for this course is:

- 100-90 / A
- 89-80 / B
- 79-70 / C
- 69-63 / D
- 62-0 / F