PRELIMINARY COURSE SYLLABUS
Quarter: Spring 2020

English for Non-Native Professionals Series:

**Course Title:** Presenting in English
**Course Code:** COM 23
**Instructor:** Lisa Singleton Quijano
**Day & Time:** (10) Wednesdays, 7:00-8:50pm / April 1 – June 3

**Course Summary:**
Designed for advanced non-native speakers working in professional contexts, this course focuses on the development of clear, effective presentation skills in English, with specific attention to the accurate use of American English sounds, stress, and intonation. Students will present to small and large groups, learning how best to organize information to gain and keep audience attention. The goals are to develop confidence, fluency, and accuracy when presenting in English. Two presentations per student will be recorded for analysis and personalized instructor feedback. Students may also complete individual audio recordings for further instructor feedback.

**Grade Options and Requirements:**
- **Letter Grade (A, B, C, D, No Pass)**
  - All assignments will be graded on a completed / not completed basis
    - Attendance (10 classes) 30%
    - Formal Presentations (2 x 20%) 40%
    - Impromptu Speeches (4 scheduled) 10%
    - Outlines (2 x 5%) 10%
    - In-class Peer Feedback (5 speech days) 10%
- **Credit/No Credit (CR/NC)**
  - A passing grade (for "Credit") = at least 70% of expectations accomplished
- **No Grade Requested (NGR)**
  - This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.

**Please Note:**
1) If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose either the Letter Grade or Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.

2) The instructor does not provide proof of enrollment, certificates, or transcripts. Transcripts are also not automatically issued; students should initiate the request. Contact the Continuing Studies Office for assistance: (650) 725-2650.
Formal Planned Presentations (x2) [4 minutes long each]:
Each student is expected to deliver 2 major formal presentations in class in front of an audience of peers. A brief outline of each speech should be created at least 6 days in advance [see below], and presenters should be prepared to devote time crafting and practicing each of these 2 speeches, which will be scheduled during 5 class evenings: **Weeks 3, 4, & 5 for Oral Presentation #1 + Weeks 8 & 9 for Oral Presentation #2.**

On all the days that are partly set aside for presentations:
* Be courteous and supportive (e.g., do NOT interrupt anyone’s speech in any way).
* Attendance is expected of all students for the entire class (with reasonable exceptions).
* When not presenting, students will watch actively & give brief written peer feedback.
* Video-capture will occur to allow for review and detailed instructor feedback.

** I will make every effort to provide you w/ a digital copy (but please make a back-up).

**Special Note on Scheduling: **Due to the tight scheduling of the course, it may not be possible for students to reschedule missed presentations.

Impromptu Speeches (x3) [of 4 scheduled] [approximately 1 minute long each]:
We will use impromptus to support language fluency, focus on certain presentation techniques, and reinforce the importance of spontaneity as an element of public speaking. The 4 class evenings scheduled for impromptu speeches are: Weeks 1, 6, 7, & 10.

Written Outlines of Presentations (x2):
For each major presentation, you will be expected to submit a brief outline via email by the Thursday BEFORE the speech (= 6 days prior). Late outlines may not be evaluated.

Peer Feedback on Speeches by Other Students (on the 5 speech days):
You will expected to fill out brief written responses during the speeches of your peers, and the responses will be due immediately at the end of each presentation set on that date. Filling out this feedback should improve your ability to evaluate your own work.
Additional Expectations — Reviewing videos, feedback + Canvas pages:
For each video capture, you will receive detailed feedback on issues including: clarity of ideas, effectiveness of delivery (including pronunciation), & impact on the audience. Please watch your video & read/listen to my feedback. + *Review all materials on Canvas.*

The Nature of the Course:
There is no regulation regarding the level of students who sign up for this course. You may expect to encounter significant diversity—of background and needs—in our class, so please understand that the course will not focus on your specific interests at all times. The needs of all students must be considered.

Privacy:
We will be using a website for administrative purposes, and our main form of communication outside of this classroom will be email. Neither of these will show your email address to other students or to the public. Students should also be aware that, while I strive to protect your privacy during the course, the text, audio and video of ALL assignments may be the source of in-class examples, discussion, and exercises.

Tentative Schedule (may be subject to change at instructor's discretion):

[Note: Missed classes cannot be made up; review the Canvas webpages when absent.]

Week 1 – April 1
[**Reminder: Attending the first day of class should be viewed as near mandatory.**]
Introductions/Syllabus/Class expectations
Oral Presentation #1 described & scheduled
Eye contact warm-up
First Impromptu Presentations (1 to 1-1/2 minutes each)

Week 2 – April 8
Outlines DUE (on Thursday, April 9) for Group A Presenters of Oral Pres #1
Oral Pres #1 summary — ALL students should be ready to convey an oral summary of OP1
Analysis of effective elements in a TED talk
Elements of Rhythm—Part 1: Syllable # & Stress
Emphasizing key information

**Week 3 – April 15**
Outlines DUE (on Thursday, April 16) for Group B Presenters of Oral Pres #1
Oral Presentation #1 - Group A (4 minutes each)
Analysis of effective elements in TED talks
Elements of Rhythm – Part 2: Word Stress / Focus (Emphasis) / Intonation

**Week 4 – April 22**
Outlines DUE (on Thursday, April 23) for Group C Presenters of Oral Pres #1
Oral Presentation #1 - Group B (4 minutes each)
Analysis of effective elements in 2 TED talks
Intonation revisited
Challenging phonemes (individual sounds) [Part 1]

**Week 5 – April 29**
Oral Presentation #1 - Group C (4 minutes each)
Thought groups & Pauses
Challenging phonemes (individual sounds) [Part 2]
Visual aids discussed (including hands-on practice with such aids – low tech)

**Week 6 – May 6**
Oral Presentation #2 described & scheduled*
Workshop to prepare for Oral Pres #2
Second Impromptu Presentations (approximately 2 minutes each)
Importance of clear structure & effective transitions
[*Note: The format & topic for OP #2 may be new or a substantial revision of OP #1]*

**Week 7 – May 13**
Outlines DUE (on Thursday, May 14) for Group A Presenters of Oral Pres #2
Panel discussion, with prepared or spontaneous statements of 30 seconds maximum
Third Impromptu: Group presentation practice, with projections as visual support
Reduced speech & Linking

**Week 8 – May 20**
Outlines DUE (on Thursday, May 21) for Group B Presenters of Oral Pres #2
Oral Presentation #2 - Group A (4 minutes each)
Peer introductions
Week 9 – May 27
Oral Presentation #2 - Group B (4 minutes each)
Peer introductions

Week 10 – June 3
Fourth Impromptu Presentations (1 minute each)
Informal class potluck [optional participation]
Course wrap-up & Advice for the future