Winter 2015 - COM 23
Professional English for Non-Native Speakers Series:
Presenting in English

INSTRUCTOR: Lisa Singleton QUIJANO

DAY & TIME: (10) Thursdays 7:00-8:50pm / January 15 – March 19
ROOM: TBA

Description:
[Please see the CSP course description for additional information on the course.]

COM 23 is an advanced-level course which focuses on the development of clear, effective presentation skills in English, with specific attention to the accurate use of American English sounds, stress, rhythm, and intonation. Goals are to develop confidence, fluency, and accuracy when presenting in English.

Presentation Days:
Our 2 major class presentations will be scheduled over the course of 6 sessions total (Weeks 3 to 5 for Oral Presentation #1 & Weeks 7 to 9 for Oral Presentation #2)
On all the days that are partly set aside for presentations:
* Attendance is expected of all students for the entire class (with reasonable exceptions)
* Others will watch actively and give brief written viewer feedback
* Video-capture will occur to allow for review and detailed instructor feedback

Please be courteous and cooperative by arriving on time and giving your colleagues your attention and thoughtful feedback.

Essential Assigned Tasks (other than planned presentations & impromptus):
1) Submit Weekly Idioms (referred to as "Weekly Words" in this class)
Each week, please submit an interesting idiom* (from SPOKEN language) with an example sentence to my email [* per: www.thefreedictionary.com = "A speech form or an expression of a given language that is peculiar to itself grammatically or cannot be understood from the individual meanings of its elements, as in keep tabs on."] Please see Page 4 of this syllabus for the format & actual examples.
2) Submit Written Outlines of Presentations:
For each major presentation, you will be expected to submit a brief outline via email by 5PM 3 DAYS BEFORE the presentation.

3) Write Responses to Peer Presentations (in class):
You will expected to fill these out during the speeches of your peers, and the responses will be due immediately at the end of each presentation set on that date.

4) Review Instructor Feedback (on your presentations):
For each video capture, you will receive detailed feedback on issues including: clarity of ideas, effectiveness of delivery (including pronunciation), & impact on audience.
Please read the feedback carefully and submit any questions you have via email.

Requirements and Grading:
Students taking the course for a letter grade (and those wanting to get the most out of it) should:
* Attend all meetings
* Prepare and perform 2 planned presentations (plus 3 impromptus & 1 panel discussion)
* Submit outlines and weekly words
* Give peer feedback on all presentations
All assignments will be graded on a submitted / not submitted basis. Due to the tight scheduling of the course, it may not be possible for students to reschedule missed presentations. The final grade will be calculated according to the following percentages:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>30%</td>
</tr>
<tr>
<td>Formal Presentations</td>
<td>30%</td>
</tr>
<tr>
<td>Impromptu Speeches &amp; Panel</td>
<td>10%</td>
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<tr>
<td>Outlines (on formal presentations)</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly Words</td>
<td>10%</td>
</tr>
<tr>
<td>In-class peer feedback</td>
<td>10%</td>
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</tbody>
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A passing grade = 70% of expectations accomplished.

The Nature of the Course: There is no regulation regarding the level of students who sign up for this course. You may, therefore, expect 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. Also, students should 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):

Week 1 - Jan 15
Introductions
Eye contact warm-up
First Impromptu Presentations (1 to 1-1/2 minutes each)

Week 2 - Jan 22
Submission of an interesting word or phrase to our communal word/phrase bank.
Discussion of assignment for first planned presentation
Elements of Rhythm: Syllable # & Stress / Word Stress / Focus (Emphasis) / Intonation

Week 3 - Jan 29
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #1 - Group A (4 minutes each)
Challenging phonemes (individual sounds) [Part 1]

Week 4 – Feb 5
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #1 - Group B (4 minutes each)
Challenging phonemes (individual sounds) [Part 2]

Week 5 - Feb 12
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #1 - Group C (4 minutes each)
Visual aids discussed (including hands-on practice with such aids)
Thought groups / Pauses / Linking

Week 6 - Feb 19
Submission of an interesting word or phrase to our communal word/phrase bank.
Reduced speech
Second Impromptu Presentations (1 to 1-1/2 minutes each)
Discussion of assignment for second planned presentation
[Note: The format & topic for OP #2 may be new or a substantial revision of OP #1]
Week 7 - Feb 26
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #2 - Group A (4 minutes each)

Week 8 – March 5
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #2 - Group B (4 minutes each)
Panel discussion(s)

Week 9 - March 12
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #2 - Group C (4 minutes each)

Week 10 - March 19
Course Wrap-up & Advice for the Future
Third Impromptu Presentations (1 to 1-1/2 minutes each)

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Weekly Words – format

Please follow the format listed below when submitting your “Weekly Words” idioms. This will save me time when compiling the lists. Use a 12-point font, with no special features (no italics, boldface or underline; no colors; no quote marks). Thank you!

Note that it should have 4 parts:
1 - The expression (from spoken language, "idiomatic expression" strongly preferred)
2 - a brief definition
3 - an example
4 - your initials [preceded by information on where you heard the expression, if possible]

Examples:

Piece of cake
= said to describe something that is easy (to do)
Example: We will run only 3 miles today. Piece of cake!
(My husband says this all the time)
EJ

Crack someone up
= to make someone laugh very hard; to make someone break out laughing.
Example: You are just cracking me up with your jokes.
(said by my host mom)
YG