Course Title: Presenting in English  
Course Code: COM 23  
Instructor: Lisa Singleton Quijano  
Day & Time: (10) Tuesdays 7:00-8:50pm / March 31 - June 2  
Room: TBA

Course Summary*:  
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.

[*Please see the CSP course page for full description and additional details.]

Grade Options and Requirements:
- Letter Grade (A, B, C, D, No Pass)
  - All assignments will be graded on a completed / not completed basis
    - Attendance 30%  
    - Formal Presentations 30%  
    - Impromptu Speeches & Panel 10%  
    - Outlines 10%  
    - Weekly Words (Idioms) 10%  
    - In-class Peer Feedback 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: 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.
Instructor Advisory on Course Requirements:
Regardless of your grading option, if you want to get the most out of Com 23, you 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

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

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.

**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 - March 31, 2015**
- Introductions
- Eye contact warm-up
- First Impromptu Presentations (1 to 1-1/2 minutes each)

**Week 2 - April 7**
- 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 - April 14**
- 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 – April 21**
- 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 - April 28
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 - May 5
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 - May 12
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #2 - Group A (4 minutes each)

Week 8 – May 19
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 - May 26
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #2 - Group C (4 minutes each)

Week 10 - June 2
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]

Example:
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