Course Series: Professional English for Non-Native Speakers  
Course Title: The Art of Conversation  
Course Code: COM 34  
Instructor: Lisa Singleton Quijano

Course Summary:
COM 34 is designed to help students manage impromptu situations in which the speaker must achieve a variety of communicative functions in a spontaneous format. Students will learn to express their ideas more clearly and articulately, and feedback will be provided on usage, grammar, pronunciation, and style of communication, as well as on conveying and developing a central point in a succinct manner.

The curriculum for COM 34 is based in part on the oral proficiency guidelines of the American Council on the Teaching of Foreign Languages (ACTFL). In general, the course covers skills from the Advanced Level to the Superior Level. While it is not expected that students will see marked improvements over the course of the ten meetings, the goal is to facilitate awareness of the characteristics of these levels so that students move toward a higher level.

*Please see course page for full description and additional details.

Materials:
The instructor will provide handouts, audio-video content, and other materials to facilitate and prompt class discussions and projects.

Because members of educated communities are often expected to communicate in an articulate and informed manner about a wide range of topics, students in COM 34 should expect to encounter subjects not directly related to their field of study, occupation, or profession. Our class activities and assignments will encompass a variety of subjects including American and global society, cultural issues, recent and current events, and developments in science and technology. These content-based activities will serve as vehicles for language development.

Assignments:
Weekly Idioms - Each week, submit an interesting idiom (e.g., "to make ends meet").

Recorded Speaking Tasks - Speaking submissions will be made by leaving a voicemail w/my GoogleVoice phone #. Feedback will be given; students will then make a 2nd attempt.

Final Project - Interview a native speaker (for 20 min+) and provide an informal report.
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%
    - Weekly Idioms (from spoken language): 20%
    - Recorded Speaking Tasks (6 total): 30%
    - Final Project: 20%

- 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.

Tentative Weekly Outline:

**Week 1: Jan 12**
[***NOTE: It is strongly advised that you do NOT miss the first day of class.***]
- Introductions
- Course syllabus & expectations
- Fluency exercises (including an “elevator pitch” style activity)

**Week 2: Jan 19**
- Recorded Speaking Task 1 due (brief description)
- ACTFL Proficiency Guidelines reviewed
- Ice breaker/ follow my lead
- Conversational analysis: how to keep the conversation going
- Video clip of conversation for analysis
- Fluency exercises

**Week 3: Jan 26**
- Recorded Speaking Task 1, revised version due (brief description)
- Creating connections in conversation
- Video clip of conversation for analysis
- Importance of anecdote
- Fluency exercises (including keeping the conversation flowing relentlessly)

**Week 4: Feb 2**
- Weekly Idiom 3 due

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Week 5: Feb 9
Recorded Speaking Task 2 due (brief narrative)
Interruption & interjection
Controversial topics
Video clip of conversation for analysis
Fluency exercises

Week 6: Feb 16
Weekly Idiom 5 due
Recorded Speaking Task 3 due (opinion)
Stress timing / intonation / focus words (Part I)
Giving an opinion in various ways / Supporting a point of view
Panel discussion (informal)
Fluency exercises

Week 7: Feb 23
Weekly Idiom 6 due
Negotiating
Discussion breakdown (into multiple splinter conversations)
Fluency exercises

Week 8: March 1
Weekly Idiom 7 due
Recorded Speaking Task 3, revised version due (opinion)
Expansion drill
Hypothesizing & speculating

Week 9: March 8
Weekly Idiom 8 due [last Idiom--a total of 8 are requested]
Final Project due (via email OR 5-min report in class as an alternative)
Persuasion in conversation

Week 10: March 15
Recap: description of a skilled conversationalist / LSQ Advice for the future
Topics related to the experience living in the U.S. / students' choice
Fluency exercises

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