English for Non-Native Professionals Series:

Course Title: Presenting in English
Course Code: COM 23
Instructor: Lisa Singleton Quijano

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.

[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.*
Presentation Days:
Our 2 major class presentations will be scheduled over the course of 5 sessions total (Weeks 3 to 5 for Oral Presentation #1 & Weeks 8 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

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

Essential Assigned Tasks (other than 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 via email by 5:00 PM each TUESDAY. [* 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 & an actual example.

2) Submit Written Outlines of Presentations:
For each major presentation, you will be expected to submit a brief outline via email by 5:00 PM on the WEDNESDAY BEFORE the speech. Late outlines may not be evaluated.

3) Write Responses to Peer Presentations (in class):
You will expected to fill these out during the speeches of your peers; 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.
Tentative Schedule (may be subject to change at instructor's discretion):

Week 1 - March 29
[***NOTE: It is strongly advised that you do NOT miss the first day of class.***]
Introductions
Eye contact warm-up
First Impromptu Presentations (1 to 1-1/2 minutes each)

Week 2 - April 5
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 12
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #1 - Group A (4 minutes each) [Outlines (Grp A) due Wed, 4-6]
Challenging phonemes (individual sounds) [Part 1]

Week 4 – April 19
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #1 - Group B (4 minutes each) [Outlines (Grp B) due Wed, 4-13]
Challenging phonemes (individual sounds) [Part 2]

Week 5 - April 26
Submission of an interesting word or phrase to our communal word/phrase bank
Oral Presentation #1 - Group C (4 minutes each) [Outlines (Grp C) due Wed, 4-20]
Visual aids discussed (including hands-on practice with such aids)
Thought groups / Pauses / Linking

Week 6 - May 3
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 10
Submission of an interesting word or phrase to our communal word/phrase bank.
[Oral Presentation #2 - students with special exceptions only (4 minutes each)]

Week 8 – May 17
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #2 - Group A (4 minutes each) [Outlines (Grp A) due Wed, 5-11]
Panel discussion(s)
Week 9 - May 24
Submission of an interesting word or phrase to our communal word/phrase bank.
Oral Presentation #2 - Group B (4 minutes each) [Outlines (Grp B) due Wed, 5-18]

Week 10 - May 31
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