English for Non-Native Professionals Series:

Course Title: The Art of Conversation
Course Code: COM 34
Instructor: Lisa Singleton Quijano

Course Summary:

This course focuses on developing effective conversation skills and is geared toward advanced non-native speakers of English who have significant experience with the language. We will focus on advanced interaction skills to help students become more effective in several areas, including narration, description, negotiation, hypothesizing, and supporting opinions. Special emphasis will be placed on interactive listening, accuracy, and overall intelligibility. Activities will include storytelling, interviews, and panel discussions.

[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 at recording a similar commentary. [3 formats: description, narrative & opinion]

Final Project - Interview a native speaker (for 20 min+) and provide an informal report: either a 5-minute conversational report given in class or a short write-up sent via email.
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: March 31**

[***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: April 7**

- Weekly Idiom 1 due
- 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: April 14**

- Weekly Idiom 2 due
- 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: April 21
Weekly Idiom 3 due
Recorded Speaking Task 2 due (brief narrative)
Interruption & interjection
Controversial topics
Video clip of conversation for analysis
Fluency exercises

Week 5: April 28
Weekly Idiom 4 due
Recorded Speaking Task 2, revised version due (brief narrative)
Resisting interruption & regaining the floor* (* = one’s turn to speak)
Making commentary about almost any topic
Various fluency exercises

Week 6: May 5
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: May 12
Weekly Idiom 6 due
Negotiating
Discussion breakdown (into multiple splinter conversations)
Fluency exercises

Week 8: May 19
Weekly Idiom 7 due
Recorded Speaking Task 3, revised version due (opinion)
Expansion drill
Hypothesizing & speculating

Week 9: May 26
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: June 2
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