Professional English for Non-Native Speakers Series:

Course Title: The Power of Conversation  
Course Code: COM 134  
Instructor: Lisa Singleton Quijano  
Day & Time: (5) Thursdays 7:00 - 8:50 pm / June 23 - July 21  
Email: [TBA]

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

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.

Class Assignments: Recorded Speaking Tasks
Speaking submissions will be made by leaving a voicemail w/ my GoogleVoice phone #: [TBA]

1) Students will record a Descriptive Narrative with a clear central message. 2) Next, following instructor feedback, students will record a revised version with the same topic focus as in the first recording. 3) Finally, with the benefit of instructor commentary on RST 2, and using their own creative thought, students will then record yet a third version of their Descriptive Narrative, but this last time with a new central focus. Instructor feedback will be provided on this version as well.

Grade Options and Requirements:
• Letter Grade (A, B, C, D, No Pass)  
  o All assignments will be graded on a completed / not completed basis  
    ▪ Attendance 40%  
    ▪ Recorded Speaking Tasks (3 total; 20% each) 60%  
• Credit/No Credit (CR/NC)  
  o A passing grade (for "Credit") = at least 70% of expectations accomplished  
• No Grade Requested (NGR)  
  o This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.

*Please Note:  
1) 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.
2) The instructor does not provide proof of enrollment, certificates, or transcripts. Transcripts are also not automatically issued; students should initiate the request. Contact the Continuing Studies Office for assistance: (650) 725-2650.

**Tentative Schedule** (may be changed at the instructor's discretion):

**Week 1 - June 23**  
[***Attendance on the first day of class is required.***]  
Creating a positive & impacting impression on others (I) [w/ people you have just met]  
Conveying (professional & anecdotal information with tight & evident focus (I)  
Maximizing voice use (I) [emphasis]  
Exercises in conversational fluency (I)  
Primary Topic of Conversation: Packaging of the Self & Personal Branding

**Week 2 - June 30**  
**Recorded Speaking Task 1 due: Descriptive Narrative (central message #1)**  
Conveying (professional &) anecdotal information with tight & evident focus (II)  
Maximizing voice use (II) [intonation]  
Exercises in conversational fluency (II)  
Primary Topic of Conversation: The Cachet of Upscale Products: From Mac to Mercedes

**Week 3 - July 7**  
**Recorded Speaking Task 2 due: Descriptive Narrative (central message #1), Revised**  
Conveying (professional &) anecdotal information with tight & evident focus (III)  
Exercises in conversational fluency (III)  
Primary Topic of Conversation: Issues Surrounding Freedom of Speech & Expression

**Week 4 - July 14**  
**Recorded Speaking Task 3 due: Descriptive Narrative (central message #2)**  
Maximizing voice use (III) [pitch setting]  
Exercises in conversational fluency (IV)  
Primary Topic of Conversation: The Global Spread of American Stores--From Starbucks in China to MacDonald’s in France

**Week 5 - July 21**  
Creating a positive & impacting impression on others (II) [w/ people you already know]  
Exercises in conversational fluency (V)  
Primary Topic of Conversation: High Speed Rail & High Density Housing...in California?