English for Non-Native Professionals Series:

**Course Title:** The Power of Conversation  
**Course Code:** COM 134  
**Instructor:** Lisa Singleton Quijano  
**Day & Time:** (10) Thursdays 7:00-8:50pm / January 12 – March 16

**Course Summary:**
This course focuses on achieving more sophisticated conversational skills in English and is geared toward highly advanced non-native speakers who have considerable experience with both speaking and understanding the language. We will focus on fine-tuning the students’ ability to: create an impacting and positive impression on others; convey professional and anecdotal information with tight and evident focus; maximize voice use with effective emphasis, intonation, and pitch setting; and express themselves on a range of challenging topics with ease and fluency.

Course activities will include impromptus, timed interactions, anecdotes told with varied purpose, and conversations on sophisticated topics with specific defined goals (e.g., a concise yet informative central message, accurate word stress, and the use of confident and supportive body language). These activities will help students reveal important qualities about themselves and inspire others to listen to them and remember them positively.

**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: Recordings**  
*Speaking submissions will be made by leaving a voicemail w/ my GoogleVoice phone #: [TBA]*

**A. Self-Introductions:**
Prior to the start of the class, the students will be asked to record a brief introduction and description of themselves. [Enrolled students will be sent detailed directions on the task.]

The instructor will respond to each self-introduction, and then after the course has begun, the first actual assignment will be to create a “new and improved” version of the self-intro.
B. Recorded Speaking Tasks (RSTs):
Students will also be asked to record 3 versions of a descriptive narrative of an experience which can be retold with at least 2 distinct central points: 1) Students will record a descriptive narrative with 1 primary message. 2) After teacher feedback, students will record a revision with the same primary focus. 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 also be provided on this version.

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%
    - Self-Introduction Revision 10%
    - Recorded Speaking Tasks (3 total; 20% each) 60%
- 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:
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 – January 12  [***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
Maximizing voice use (I) [emphasis]
Exercises in conversational fluency
Primary Topic of Conversation: Packaging of the Self & Personal Branding

Week 2 - January 19
Recording due: Self-Introduction, Revised
Conveying (professional & anecdotal information with tight & evident focus
Maximizing voice use (II) [(advanced) word stress]
Exercises in conversational fluency
Primary Topic of Conversation: The Cachet of Upscale Products: From Mac to Mercedes

Week 3 – January 26
Conveying (professional & anecdotal information with tight & evident focus
Maximizing voice use (III) [intonation]
Exercises in conversational fluency
Primary Topic of Conversation: Legalizing Marijuana: Recreation vs. Risk?
Week 4 – February 2
Recorded Speaking Task 1 due: Descriptive Narrative (central message #1)
Conveying (professional & ) anecdotal information with tight & evident focus
Exercises in conversational fluency
Primary Topic of Conversation: The Global Spread of American Stores--
From Starbucks in China to McDonald’s in France

Week 5 – February 9
Creating a positive & impacting impression on others (II) [w/ people you already know]
Conveying (professional & ) anecdotal information with tight & evident focus
Maximizing voice use (IV) [intonation (cont.)]
Exercises in conversational fluency
Primary Topic of Conversation: High Speed Rail & High Density Housing...in California?

Week 6 – February 16
Recorded Speaking Task 2 due: Descriptive Narrative (central message #1), Revised
Conveying (professional & ) anecdotal information with tight & evident focus
Exercises in conversational fluency
Primary Topic of Conversation: Issues Surrounding Freedom of Speech & Expression

Week 7 – February 23
Conveying (professional & ) anecdotal information with tight & evident focus
Maximizing voice use (V) [pitch setting]
Exercises in conversational fluency
Primary Topic of Conversation: Body Modifications (e.g., tattoos, piercings, cosm. surgery)
Possible Implications for Hiring?

Week 8 – March 2
Recorded Speaking Task 3 due: Descriptive Narrative (central message #2)
Conveying (professional & ) anecdotal information with tight & evident focus
Exercises in conversational fluency
Primary Topic of Conversation: Evaluating the Veracity of Information in the Digital Age

Week 9 – March 9
Conveying (professional & ) anecdotal information with tight & evident focus
Maximizing voice use (VI) [tonality]
Exercises in conversational fluency
Primary Topic of Conversation: Paid Parental Leave, Childcare--$ Value of Parenting?

Week 10 – March 16
Creating a positive & impacting impression on others (III) [w/ people you already know]
Conveying (professional & ) anecdotal information with tight & evident focus
Exercises in conversational fluency
Primary Topic of Conversation: Self-Driving Cars & Wearable Computers