Course Title: Professional English for Non-Native Speakers: Presenting in English
Course Code: COM 23
Instructor: Lisa Singleton Quijano
Day & Time: Wednesdays 7:00-8:50pm / April 5 – June 7

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.

*Grade Options and Requirements:
- Letter Grade (A, B, C, D, No Pass)
  - All assignments will be graded on a completed / not completed basis
    - Attendance (10 classes) 30%
    - Formal Presentations (2 x 20%) 40%
    - Impromptu Speeches (at least 2) 10%
    - Outlines (2 x 5%) 10%
    - In-class Peer Feedback (at least 4 days) 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:
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.
Formal Planned Presentations (x2) [4 minutes long each]:
Each student is expected to deliver 2 major formal presentations in class in front of an audience of peers. A brief outline of each speech should be created at least a week in advance [see below], and presenters should be prepared to devote time crafting and practicing each of these 2 speeches, which will be scheduled during 5 class evenings: 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:
* Be courteous and supportive (e.g., do NOT interrupt anyone’s speech in any way).
* Attendance is expected of all students for the entire class (with reasonable exceptions).
* When not presenting, students will watch actively & give brief written peer feedback.
* Video-capture will occur to allow for review and detailed instructor feedback.

**I will make every effort to provide you w/ a digital copy (but please make a back-up).**

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

Impromptu Speeches (x2) [out of 3 scheduled] [approximately 1 minute long each]:
We will use impromptus to support language fluency, focus on certain presentation techniques, and reinforce the importance of spontaneity as an element of public speaking. The 3 class evenings scheduled for impromptu speeches are: Weeks 1, 6, & 10.

Written Outlines of Presentations (x2):
For each major presentation, you will be expected to submit a brief outline via email by the Wednesday BEFORE the speech (= 1 week prior). Late outlines may not be evaluated.

Peer Feedback on Speeches by Other Students (on at least 4 days):
You will expected to fill out brief written responses during the speeches of your peers, and the responses will be due immediately at the end of each presentation set on that date. Filling out this feedback should improve your ability to evaluate your own work.
Additional Expectation:
For each video capture, you will receive detailed feedback on issues including: **clarity of ideas, effectiveness of delivery (including pronunciation), & impact on the audience.**
Please read this feedback carefully and submit any questions you have via email.

The Nature of the Course:
There is no regulation regarding the level of students who sign up for this course. You may expect to encounter significant diversity--of background and needs--in our class, so please understand that the course will not focus on your specific interests at all times. The needs of all students must be considered.

Privacy:
We will be using a website for administrative purposes, and our main form of communication outside of this classroom will be email. Neither of these will show your email address to other students or to the public. Students should also be aware that, while I strive to protect your privacy during the course, the text, audio and video of ALL assignments may be the source of in-class examples, discussion, and exercises.

Tentative Schedule (may be subject to change at instructor's discretion):

[Note: Missed classes cannot be made up; review the Canvas webpages when absent.]

Week 1 – April 5
[***Reminder: Attending the first day of class is mandatory.***]
Introductions/Syllabus/Class expectations
Oral Presentation #1 described & scheduled
Eye contact warm-up
First Impromptu Presentations (1 to 1-1/2 minutes each)

Week 2 - April 12
Outlines DUE for Group A Presenters of Oral Pres #1
Oral Pres #1 summary—ALL students should be ready to convey an oral summary of OP1
Analysis of effective elements in a TED talk
Elements of Rhythm: Syllable # & Stress /Word Stress / Focus (Emphasis) / Intonation

Week 3 - April 19
Outlines DUE for Group B Presenters of Oral Pres #1
Emphasizing key information
Oral Presentation #1 - Group A (4 minutes each)
Challenging phonemes (individual sounds) [Part 1]
Week 4 – April 26
Outlines DUE for Group C Presenters of Oral Pres #1
Oral Presentation #1 - Group B (4 minutes each)
Analysis of effective elements in 2 TED talks
Challenging phonemes (individual sounds) [Part 2]
Intonation revisited

Week 5 – May 3
Oral Presentation #1 - Group C (4 minutes each)
Visual aids discussed (including hands-on practice with such aids)
Thought groups & Pauses

Week 6 - May 10
Oral Presentation #2 described & scheduled
Oral Pres #2 summary—ALL students should be ready to convey an oral summary of OP2
Workshop to prepare for Oral Pres #2
Importance of clear structure & effective transitions
Second Impromptu Presentations (1 to 1-1/2 minutes each)
[Note: The format & topic for OP #2 may be new or a substantial revision of OP #1]

Week 7 - May 17
Outlines DUE for Group A Presenters of Oral Pres #2
Visual aids (reminder) & Group presentation practice
Reduced speech & Linking

Week 8 – May 24
Outlines DUE for Group B Presenters of Oral Pres #2
Oral Presentation #2 - Group A (4 minutes each)
Peer introductions
Panel discussion

Week 9 - May 31
Oral Presentation #2 - Group B (4 minutes each)
Peer introductions

Week 10 – June 7
Course wrap-up & Advice for the future
Third Impromptu Presentations (1 to 1-1/2 minutes each)
Informal class potluck [optional participation]