

**The University of Findlay
College of Liberal Arts
Spring 2011**

*The Mission of the University is to equip our students
for meaningful lives and productive careers.*

Course Number/Title: ENIN 480.01 Communication Skills V for Non-native Speakers of English

Credit Hours: 3

Class Time/Place: 9:30 – 10:45 Tuesday and Thursday
Davis 182

Prerequisites: A grade of “C” or better in ENIN 430 or placement test.

Instructor: Rosita Harper
1114 North Cory Street – Room B
419-434-4835
harper@findlay.edu

Office Hours: Monday 12:00 - 12:50
Tuesday 12:30 - 1:30
Wednesday 9:00 - 9:50
12:00 - 12:50
and by appointment

Course Description This class is designed for high-advanced ESL students to develop communication skills for academic presentations and discussions. Guidelines for organizing and delivering various types of speeches (e.g., informational and article reviews) are presented and practiced. Class meets three hours weekly.

Relationship to the Conceptual Framework The mission of The University of Findlay’s Intensive English Language Programs (IELP) is to offer innovative programs to international students. There programs are designed to increase English proficiency, to assist with acculturation to life in the United States, and to facilitate academic success at the undergraduate and graduate levels. This class will focus on communication skills for students going into the Business or Environmental masters programs.

Course Objectives

By the end of the semester, you (the student) will demonstrate the ability to:

1. Use formal and informal language correctly, depending on the target audience.
2. Formulate and answer questions that either encourage or limit conversation
3. Use attributes of a good speaker
 - a. tone
 - b. eye contact
 - c. gesture
 - d. volume
4. Use visual aids (multimodal) when presenting in front of an audience

Required Textbooks and other materials

LISTEN SPEAK PRESENT
ISBN: 0838430120
Author: CUMMINGS—edition

Notebook for handouts and notes, yellow highlighter
 Paper, pens, and pencils
 USB drive/Flash drive

Instructional Strategies

Case Analysis		Library and Internet Research	X
Debate		Practice/drill	X
Discovery/Independent Research	X	Problem solving	
Discussion/Questioning/Interviewing	X	Reading assignments	X
Experiential Learning		Role playing/simulation games	X
Field Experience		Service Learning	
Group Presentation	X	Video/Audio Review and Critique	
Laboratory Experiences		Other	X
Lecture	X		

Methods of Assessment

Abstracts		Participation	X
Attendance	X	Peer Evaluation	
Capstone Project		Portfolio	
Case Study		Portfolio Lab Performance	
Exams		Presentations	X
Group Projects	X	Professional Evaluation	
Homework Assignments	X	Quizzes	X
Internet Research	X	Research project	X
Journaling		Other	
Lab Performance			
Oral/written review of literature	X		

Grading	Class participation and attendance	20%
	Homework/Classwork	10%
	Impromptu Speech	10%
	Presentations	20%
	(2) Informative (20%)	
	Tests	20%
	Article Review	10 %
	Final	<u>10%</u>
		100%

Grading Scale/Distribution

Grade	Points	Range
A	4.00	93 – 100
A-	3.67	90 – 92
B+	3.33	87 – 89
B	3.00	83 – 86
B-	2.67	80 – 92
C+	2.33	77 – 79
C	2.00	73 - 76
C-	1.67	70 – 72
D+	1.33	67 – 69
D	1.00	63 – 66
D-	0.67	60 – 62
F	0.00	Under 60

P = no points (no effect on GPA) passing

NC = no points (no effect on GPA) no credit

Honor Code

I will not knowingly engage in any dishonorable behavior, cheat, steal, lie or commit any act of plagiarism during my academic work, course, or endeavor. If I observe an act which I believe violates the University's Honor Code, I may, in my discretion, report it to the appropriate personnel.

Course Policies and Practices

Class participation and Attendance: Students are expected to attend every class and to arrive on time. It is extremely important for students to be in every class. Students who do not participate in class activities will receive a lower class grade. If you are going to be absent from class, you should call the instructor's office (419-434-4835) to let us know that you are sick. You need to ask your instructor for any work missed. Students are responsible for doing all work missed while absent. During class time, students must actively participate in group work and any other assignments.

Coming to class on time: Students should not be late to class. Therefore, it is important that all students come to class on time and ready to learn.

Homework/Classwork: Completing homework assignments on time is very important. Late homework will have points deducted. Quizzes cover homework and class work material. Quizzes will not be announced and may not be made up.

Impromptu speech: At some time during the semester you will be asked to present an impromptu speech. Students will be given five minutes to brainstorm and prepare an outline.

Presentations: During the semester students will give three formal presentations and lead a group discussion. Students are expected to turn in outlines, bibliography, note cards, and copies of their sources at the end of the presentation.

Cell phone: No cell phones will be allowed in the class, otherwise, they might be confiscated by the instructor for a period of one day or one week.

Email: Always include your name and class in subject line.

Final Exam Date

We will begin the last week of regular classes to give presentations depending on number of students in the class. All students must be present for presentation days. Students are expected to take their final exams at the time listed on the course syllabus. No exceptions will be made unless there is an emergency.

Special Services

If you are a student with a disability, it is your responsibility to register with the Office of Disability Service and notify your instructor one week prior to any needed service so that reasonable accommodations can be made for you.

Course and Instructor Evaluation

University of Findlay formal evaluation will be given at the end of the semester. An informal mid semester evaluation may also be given.

Tentative Course Outline (Course outline is subject to change throughout the semester)

WEEK	DATES	CLASS INFORMATION
1	Tuesday, 01/11 Thursday, 01/13	Syllabus Diagnostic Test
2	Tuesday, 01/18 Thursday, 01/20	Textbook pp. 5-7 Textbook pp. 8-11
3	Tuesday, 01/25 Thursday, 01/27	Textbook pp. 16-23 -continuation
4	Tuesday, 02/01 Tuesday, 02/03	Textbook pp. 27-29 Attributes of a public speaker
5	Tuesday, 02/08 Thursday, 02/10	Article review from Reading class
6	Tuesday, 02/15 Thursday, 02/17	Presentation of article using PowerPoint
7	Tuesday, 02/22 Thursday, 02/24	Presentation of article using PowerPoint
8	Tuesday, 03/01 Thursday, 03/03	Presentation of article using PowerPoint Mid-Term Exam
9	Tuesday, 03/08 Thursday, 03/10	Mid-term Evaluations – Conferences Mid-term Evaluations – Conferences
10	Tuesday, 03/15 Thursday, 03/17	Textbook pp. 83-93 No Class – Spring Break
11	Tuesday, 03/22 Thursday, 03/24	Formal Informative Presentations
12	Tuesday, 03/29 Thursday, 03/31	Presentations Presentations
13	Tuesday, 04/05 Thursday, 04/07	Textbook pp. 107-129** Formal Argumentative Presentation
14	Tuesday, 04/12 Thursday, 04/14	Presentations Presentations
15	Tuesday, 04/19 Thursday, 04/21	Presentations Presentations
16	Tuesday, 04/26 Thursday, 04/28	Class work Final Exam

Placement Standard for Level 5:

Students are required to present an iBT TOEFL score in the 61-78 range (500-547 ITP) or successfully complete Level 4 before they are admitted to Level 5. Students who are placed in Level 5 must meet two requirements before they advance to their graduate course. First, they must successfully complete all Level 5 core coursework with a score of 80% or higher. Second, they must pass their comprehensive exams in listening, grammar, reading, communication, and composition with grades of 80% or better.

Important note: Students may have split schedules if they are proficient in some skills, but not in others. This will be at the discretion of the graduate directors. Students who fail Level 5, but present a verified TOEFL, must retake Level 5.

General Education Goals

Overarching Goal A: Students will demonstrate and apply abilities of abstract inquiry, critical thinking, and logical reasoning.

Overarching Goal B: Students will communicate effectively in academic and professional environments using written, verbal, and digital media.

Overarching Goal C2: Students will employ a variety of historical and global perspectives to analyze events of human society in the past, present and future.