

SYLLABUS

Prof. Arlinda López
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Office Hours:

Monday and Wednesday 8:00-10:00

Tuesday and Thursday 8:00-9:00

COURSE TITLE	:	Advanced Conversational English
COURSE NUMBER	:	INCO 4055
CREDITS	:	One (1)
PRE-REQUISITE	:	INGL 3102 or INGL 3014 and INCO 3025
CONTACT HOURS PER WEEK	:	Two (2)
SEMESTER AND ACADEMIC YEAR	:	Second Semester 2005-2006

COURSE DESCRIPTION:

This course is designed for students in the Office Systems Program. Students are given training in aural-oral skills. Special attention is given to developing a strong vocabulary and those features present in oral language as clichés and idiomatic expressions; stress and intonation are also emphasized throughout the course.

GENERAL OBJECTIVE:

After intensive listening, speaking, reading and writing exercises, students will be able to communicate orally, especially in situations commonly encountered by the office staff.

COURSE OBJECTIVES:

Upon completion of the course, the students will be able to:

1. Demonstrate an understanding of spoken English in conversational contexts.
2. Summarize orally assigned materials such as magazines and newspaper articles as well as professional journals.
3. Demonstrate a satisfactory level of communicative competence through activities such as dialogues, role-playing, short presentations and interviews.
4. Determine the language functions related to specific speech situations.
5. Have a general understanding of the verbal and non-verbal aspects of communication related to situations given in class.
6. Master the phonology, morphology, syntax, and lexicon necessary in specific language functions.
7. Understand and carry out basic library research skills.

COURSE CONTENT AND DISTRIBUTION OF TIME:

Topic #1:	Short Conversations	Jan. 18-30
Topic #2:	Giving Instructions	Feb. 1 - 8
Topic #3:	Tips for ESL Speakers Group demonstrations	Feb. 13 - 120
Topic #4:	Dialogues - short presentations - pairwork	Feb 22 - March 13
Topic #5:	Library research - oral presentations	March 15 - 27

Topic #6: Difficult vocabulary for ESL Speakers
Topic #7: Professional interviews
Preparation - final group presentations

March 29–April 10
April 12 - May 16

*Note: Professor may add or delete information for the benefit of the course.

INSTRUCTIONAL STRATEGIES:

Individual and Group Oral Reports	Lectures
Pair and small Group work	Cooperative learning
Class and Group Discussions	Writing Tasks
Computer and Library Research	Internet Research

TEXTBOOK:

There is no principal textbook for this class. Materials will include hand-outs, select readings, current articles and professional journals. Two dictionaries: a Spanish-English and English-English are highly recommended.

EVALUATION:

·Oral Presentations	300
·Dialogs	150
·Final Report (based on research)	100
·Attendance & Participation	<u>150</u>
	700

GRADING SYSTEM:

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - 0	F

LAW 51: (ADA)

Reasonable accommodation will be made for students who receive services from vocational rehabilitation. If you need to be accommodated, please notify the professor privately at the beginning of the semester.

BIBLIOGRAPHY:

Cobuild English Learner's Dictionary. (1990). London and Glasgow: Collins.

Golebiouska, Aleksandra (1990). Getting Students to Talk. New York: Prentice Hall.

Hornby and Ruse, C.A. (1991). Oxford ESL Dictionary for Students of American English. England: Oxford University Press.

Klippel, Friederike. (1986). Keep Talking. Cambridge: Cambridge University Press.

Osborn, Randall and Suzanne. (1994). Public Speaking. 3rd. edition. Boston: Houghton Mifflin Company.

Porter, Patricia A. Margaret Grant. Communicating Effectively in English. (2nd Edition) Heinle & Heinle, 1992.

Ur, Penny. (1993). Discussions That Work. Cambridge: Cambridge University Press.

****All beepers and cell phones are to be turned off during class time.**

Rev.: January 2006