

**UNIVERSITY OF PUERTO RICO – AGUADILLA
DEPARTMENT OF ENGLISH**

SYLLABUS

COURSE TITLE	:	Conversational English Workshop
COURSE NUMBER	:	INGL 3115
COURSE SECTION AND HOUR	:	
CREDITS	:	2
PRE-REQUISITE	:	English 3101-3102 or its equivalent
CONTACT HOURS PER WEEK	:	2
SEMESTER AND ACADEMIC YEAR	:	SEMESTER II 2005-2006

COURSE DESCRIPTION: This course is designed as a workshop for students to develop oral communication skills. The students will conduct research and give oral presentations on areas of interest within their field.

GOALS OF THE COURSE: The goal of the course is to prepare students to be able to function in communication situations in order to express themselves effectively.

OBJECTIVES OF THE COURSE:

Upon completion of the course, the students will:

1. Be able to understand the verbal and non-verbal aspects of communication.
2. Master the syntax, morphology, phonology, and lexicon necessary to function in an English speaking environment.
3. Be able to determine the language functions related to the speech situations.
4. Demonstrate an understanding of spoken English in conversational contexts.
5. Demonstrate a satisfactory level of communicative competence through assigned activities.
6. Identify and access information in the library collections.

COURSE OUTLINE:

The selected materials will be discussed, using the following strategies:

Demonstrations	Panel discussions	Role-playing	Computer Search - Project
Oral Reports	Group Discussions	Group Presentations	
Interviews	Dialogues	Interviews with Professionals in the field	
Development and Simple Use of Audiovisual Tools for Oral Presentations			

COURSE CONTENT AND DISTRIBUTION OF TIME:

TIME	COURSE CONTENT	
(2 hrs.) Week 1	Introduction Syllabus Introduce Self-introductory Speeches - Topics	
(4 hrs.) Week 2,3	Communication Foundations Peer work	
(4 hrs.) Week 4, 5	News articles Discussions and Conversations	Individual Presentations
(2 hrs.) Week 6	Peer work Idioms	
(3 hrs.) Week 7,8	Short Conversations Open Forum Questions and Answers	
(2 hrs.) Week 9	Introduce Conversational Techniques Presentations	Group
(3 hrs.) Week 10	Dialogues / Role Play Commercial	
(2 hrs.) Week 11	Introduce Process Analysis (Instructions/Manuals)	
(3 hrs.) Week 12,13	Process Analysis Presentations	Individual Presentations
(2 hrs.) Week 14	Report Basics	
(2 hrs.) Week 15	Introduce Mini-research Library work	
(2 hrs.) Week 16	Interview Questions Questions most frequently used	
(3 hrs.) Week 17	Final Presentations	Group Presentations
(2 hrs.) Week 18	Final Interview	Individual Interviews

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

EVALUATION: The students' evaluation will be based on the following criteria:

Oral Presentations	200	20%
Process Analysis	100	10%
Dialogues/Discussion Work	100	10%
Interviews	100	10%
Research Project on Professional Topics	100	10%
Final Group Presentation based on Research	100	20%
Attendance and Participation	<u>100</u>	<u>20%</u>
	800 pts.	100%

Note: Regular attendance is of utmost importance in this course!

TEXTBOOK:

There will be no assigned text in this class, however a Spanish/English and English/English dictionary are required.

The following materials will be used:

1. hand-outs
2. newspapers
3. magazines and professional dictionaries

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.

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

Ur, Penny. (1993). Discussions that work. Cambridge: Cambridge University Press.

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