

EMLS 601R—SPEAKING ENGLISH FOR PROFESSIONAL PURPOSES

CLASS SIZE:

To ensure that I can devote adequate time to the individual needs of students and that each student has ample opportunity to speak publicly, the class will have an enrolment cap of 20 students.

COURSE DESCRIPTION:

Designed specifically for graduate students whose first language is not English, this course supports graduate students in developing their communicative competence in oral assignments that are typical of graduate studies and that they may be called upon to deliver in their future professional lives. The course content addresses accent reduction, vocabulary enhancement, theoretical concepts of oral communication, and the mechanics of speech preparation and presentation.

COURSE OBJECTIVES:

By the end of this course, successful students will be able to

- understand their pronunciation weaknesses
- pronounce phonemes, word stress, intonation, sentence stress, and connected speech in a comprehensible way
- use phonetic alphabets and word stress indicators
- present oral discourse that is typical of graduate studies (article summaries/critiques in graduate seminars, lessons as undergraduate teaching assistants, formal presentations of research outside of graduate seminars, moderator duties)
- use body language, eye contact, voice control, interactive skills, and visual aids effectively
- listen actively and participate professionally as audience/group members in graduate seminars, meetings, and presentations
- comprehend academic and colloquial oral discourse
- use a broad range of academic and colloquial vocabulary
- speak with enhanced accuracy and fluency

COURSE NOTES:

I will provide Course notes on our Waterloo LEARN course website. Students should print these Course notes at home or in their offices and bring them to class every day. There will be approximately 50 pages. I prefer students not to use laptops/cell phones in class.

REQUIREMENTS FOR CREDIT:

EMLS 601R is a University of Waterloo graduate credit course, so all students must register officially for this class. No casual or “official” student auditors are permitted. Students who fulfill the requirements (indicated below) will receive an official “CR” (“Credit Received”) on their transcripts. They will not receive numerical grades on their transcripts. However, students will receive unofficial numerical grades for all their assignments.

To receive the “CR” credit, students must

1. complete the diagnostic exercise,
2. complete all three oral assignments (including a self-review for the third one),
3. complete both tests, and
4. attend at least 75% of the 48 hours of classes (for a minimum total of 36 hours of classes).

If students do not fulfill these four criteria, they will receive an “NCR” (“No Credit Received”) on their transcripts.

The diagnostic exercise will take approximately 30 minutes—outside of class time. Students will record their voices onto a sound file. If students do not have their own recording capabilities in their homes or offices, they should go to the Modern Languages Building, Room 110 (Language Lab) and ask for assistance.

To be granted the “CR” credit, students must receive an unofficial grade of at least 60% on each of the assignments in categories 2 & 3 above.

Regarding category 2, if students receive less than 60% on a presentation, they will have to come to my office for extra help and then prepare and deliver a mini-presentation (with only me as the audience) to demonstrate some progress.

Regarding category 3, if students receive less than 60% on a test, they must come to my office hours for extra help and then some form of re-test, on which they must earn at least a 60% grade.

Thus, if students are planning to leave Canada before or shortly after the end of the course, they must make special arrangements with me to do their presentation and the

vocabulary test well in advance of their departure date (just in case they do not achieve the 60% pass requirement and thus have to come to my office hours for extra work).

Registering late for the course does not excuse a student from the attendance requirement. Persistent lateness will be treated as absenteeism unless students are attending classes immediately prior on the other side of campus. They should inform me at the beginning of the term if this is the case. Moreover, students should keep track of their absences, including any that they may have missed before joining the class late in the semester, so that they do not go over the limit. If students leave or arrive at the break during the long class, I will mark down their attendance as only 1.5 (not 3) hours.

Oral assignments:

- | | | |
|---|----------------------|---------------------------|
| 1. First presentation | (no numerical grade) | (7 minutes, incl. Q & A) |
| 2. Second presentation | (30%) | (15 minutes, incl. Q & A) |
| 3. Third presentation | (40%) | (15 minutes, incl. Q & A) |
| 4. Self-review of 3 rd pres. | (5%) | |

Tests:

- | | | |
|--------------------|-------|--------------|
| 1. Listening test | (15%) | (20 minutes) |
| 2. Vocabulary test | (10%) | (15 minutes) |

CREDIT FOR FUNDAMENTALS OF UNIVERSITY TEACHING:

Graduate students who are currently enrolled in the Fundamentals of University Teaching program offered by the Centre for Teaching Excellence (CTE) can use EMLS 601R towards the Fundamentals program to replace one microteaching session. The [Fundamentals website](#) has more information. Students must attain a minimum average grade of 70% on the oral assignments (i.e., not on the 2 tests) to qualify to receive this credit. They should request a letter from me after the course has finished.

Waterloo LEARN:

We will be using the LEARN online course environment frequently in the context of this course. Students use their Quest userids and passwords to access LEARN. I will be adding files to the Course materials > Content tab on a regular basis.

At the end of week 2, I will create “one-on-one with Stefan” discussion forums on LEARN. Whenever I want to send personal notes to individual students, I will use their forums. They are located at the Connect > Discussions tab. Students must check their forums regularly and ALWAYS use them to send notes to me.

Students should subscribe to the forum to receive immediate email notifications when I post a note in their forums. First, they need to click on the down arrow beside their name in the forum, then on “Subscribe,” and then on “Send me an instant notification.”

Second, they need to click on their name in the top-right part of their homepage, then click on “Notifications”, and then check off the “Discussions” box. Moreover, on that same page, students need to check off the two “News” boxes to be notified whenever I send a general note to all students. These News items are posted on the course homepage. I will give further instructions in the second week of classes.

VIDEO RECORDINGS:

The second and third presentations will be video-recorded. These recordings will enable me to provide thorough feedback. Furthermore, by receiving the videos and viewing them in light of my feedback, students will gain better insight into their strengths and weaknesses as public speakers in English. I will be transferring the large video files (over 1 gigabyte in size) to students over the UWaterloo Sendit service. I will send the link to the email addresses that are given in the Classlist on LEARN, so students must be sure to check those email accounts regularly. I recommend that students use a wired connection for shorter downloading times. See <http://ist.uwaterloo.ca/sendit/>. (Note: The first presentation will be audio-recorded only.)

SCHEDULE DETAILS:

WEEK 1

Tues., May 2: Course introduction, Icebreaker activities

Thurs., May 4: Icebreakers (continued), Phonetic alphabet, Pronunciation list 1

WEEK 2

Tues., May 9: Rubric descriptors, Eye contact (descriptor 1), Pronunciation list 2

Thurs., May 11: Group discussions, Pronunciation list 3, Body language (descriptor 2), **Schedule** for the first round of presentations

WEEK 3

Tues., May 16: 2 presentations (round 1), Listening exercises, Pronunciation list 4

Thurs., May 18: 5 presentations (round 1), Organization (descriptor 3), Pronunciation list 5, **Schedule** for the second round of presentations, **Diagnostic exercise due in your discussion forum on LEARN**

WEEK 4

Tues., May 23: NO CLASS

Thurs., May 25: 5 presentations (round 1), Attitude (descriptor 4), Creative openings, Pronunciation list 6

WEEK 5

Tues., May 30: 3 presentations (round 1), Review for Listening test

Thurs., June 1: Voice (descriptor 5), Review for Listening test (continued), 5 presentations (round 1), Key word (descriptor 6)

WEEK 6

Tues., June 6: **Listening test**, Visual aids (descriptor 7), Linguistic humour

Thurs., June 8: 4 presentations (round 2), Creative closings, Q & A management (descriptor 8), **Schedule** for the third round of presentations

WEEK 7

Tues., June 13: 2 presentations (round 2), Vocabulary exercises

Thurs., June 15: 4 presentations (round 2), Linguistic humour

WEEK 8

Tues., June 20: 2 presentations (round 2), Pronunciation exercises

Thurs., June 22: 4 presentations (round 2), Pronunciation exercises

WEEK 9

Tues., June 27: 2 presentations (round 2), Listening exercises

Thurs., June 29: 2 presentations (round 2), Listening exercises, 1 presentation (round 3)

WEEK 10

Tues., July 4: 2 presentations (round 3), Discussion activities

Thurs., July 6: 4 presentations (round 3), Linguistic humour

WEEK 11

Tues., July 11: 2 presentations (round 3), Pronunciation exercises

Thurs., July 13: 4 presentations (round 3), Review for the vocabulary test (continued)

WEEK 12

Tues., July 18: 2 presentations (round 3), Review for the vocabulary test

Thurs., July 20: 4 presentations (round 3), Pronunciation exercises, **Vocabulary test**, Course/professor evaluation

WEEK 13

Tues., July 25: 1 presentation (round 3), Course wrap-up

ADDITIONAL IMPORTANT COURSE INFORMATION

Accommodation for Illness or Unforeseen Circumstances:

The instructor follows the practices of the University of Waterloo in accommodating students who have documented reasons for missing quizzes or exams. See

http://www.registrar.uwaterloo.ca/students/accom_illness.html

Academic Integrity:

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. See the [UWaterloo Academic Integrity webpage \(https://uwaterloo.ca/academic-integrity/\)](https://uwaterloo.ca/academic-integrity/) and the [Arts Academic Integrity webpage \(https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour\)](https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour) for more information.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their own actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration, should seek guidance from the course professor, academic advisor, or Administrative Dean. When misconduct has been found to have occurred, disciplinary penalties are imposed under Policy 71 – Student Discipline. For information on categories of offences and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties\)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties).

Students should also be aware that copyright laws in Canada prohibit reproducing more than 10% of any work without permission from its author, publisher, or other

copyright holder. Waterloo's policy on Fair Dealing is available here: <https://uwaterloo.ca/copyright-guidelines/fair-dealing-advisory> Violation of Canada's Copyright Act is a punishable academic offence under Policy 71 – Student Discipline.

Grievance: A student who believes that a decision affecting some aspect of university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](#), Section 4 (<https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70>). When in doubt please be certain to contact the department's administrative assistant, who will provide further assistance.

Appeals: A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there are grounds. Students who believe they have grounds for an appeal should refer to [Policy 72, Student Appeals](#) (<https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72>).

Academic Integrity website (Arts):

http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (uWaterloo): <http://uwaterloo.ca/academic-integrity/>

Accommodation for Students with Disabilities:

Note for Students with Disabilities: The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (NH 1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities, without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AAS office at the beginning of each academic term.

Intellectual Property. Students should be aware that this course contains the intellectual property of the instructor, which can include:

- lecture handouts and presentations (e.g., PowerPoint slides)
- lecture content, both spoken and written (and any audio or video recording thereof)
- questions from various types of assessments (e.g., assignments, quizzes, tests, final exams)
- work protected by copyright (i.e., any work authored by the instructor)

Making available the intellectual property of instructors without their express written consent (e.g., uploading lecture notes or assignments to an online repository) is considered theft of intellectual property and subject to disciplinary sanctions as described in Policy 71 – Student Discipline. Students who become aware of the availability of what may be their instructor's intellectual property in online repositories are encouraged to alert the instructor.

A respectful living and learning environment for all

1. It is expected that everyone living, learning or working on the premises of Renison University College will contribute to an environment of tolerance and respect by treating others with sensitivity and civility.
2. Harassment is unwanted attention in the form of jokes, insults, gestures, gossip, or other behaviours that are meant to intimidate. Some instances of harassment are against the law in addition to Renison University College policy.
3. Discrimination is treating people differently because of their race, disability, sex, sexual orientation, ancestry, colour, age, creed, marital status, or other personal characteristics. The Ontario Human Rights Code considers actions and behaviours rather than intentions.
4. If you experience or witness either harassment or discrimination, you may contact the Renison University College Interim Harassment and Discrimination Officer at megan.collings-moore@uwaterloo.ca (519-884-4404, ext. 28604).