



**University of Waterloo
Fall 2015**

Course number: EMLS 101R
Course name: Oral Communication for Academic Purposes
Instructor:
Office:
E-mail:
Phone:
Class time:
Location:
Office Hours:

Course description:

Group discussions and presentations have become the norm in undergraduate and graduate classes in North American universities. This course helps EMLS students improve their informal and formal speaking skills to meet current social, academic, and business practices. A focus on pronunciation, gambits, metaphor, and vocabulary assists learners in developing strategies to better engage in conversations, and listen to and deliver English presentations. Materials organization, rhetorical devices, nonverbal communication, group management, and intonation patterns are examined.

Course objectives:

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

- identify and implement a variety of conversation styles
- create and organize discussions and presentations
- use communication gambits and body language effectively
- develop awareness of and be able to correct for intonation, stress, syllabic, and consonant and vowel sound problems
- listen for main ideas, details, and inferences in spoken English
- critically evaluate and present various sources of information to develop academic vocabulary and idiomatic expressions for oral communications

Text

A course pack will be made available for both presentation skills and pronunciation improvement on LEARN. Students are expected to bring along the course pack to class. Hand-outs that are not part of the course pack will be made available on LEARN.

Grading

Student grades will be weighted in the following manner for a total of **100%**:

Participation and Professionalism (10% total): Students are responsible for attending and engaging in all class activities in a respectful and active manner. Audience participation is as important as presentation preparation. Students are expected to maintain regular attendance, and **to arrive to class on time**. It is the sole responsibility of the student to catch up on lecture material missed due to absenteeism and/or lateness. **Cell phones and laptops must remain off during class.**

Memoir/Metaphor Presentation (10% total): Students will present a five-minute talk in which they introduce themselves by using a 6-word memoir and cohesive metaphors.

Leading a Group Discussion (15% total): Students will choose articles about current Canadian news events. Then they will prepare and lead a 15-minute group discussion based on the material.

Informative PowerPoint Presentation (20% total): Students will use PowerPoint to deliver a 12-15-minute informative compare/contrast presentation. A Q & A session will follow.

Product/Service Critique (15% total): In pairs, students will present an 8-10 minute critique of a product or service using PPT. A brief Q & A session will follow.

Work-in-progress Assignments & Pronunciation Assessment (10%): Students will be assessed at the beginning and end of the term and monitored on their pronunciation progress. They will work on their pronunciation difficulties independently and submit 2 sound file pronunciation assignments worth 2.5% each. The final pronunciation assessment at the end of the term is worth 5%.

Final Test (20% total): Students will take home one final test that will cover vocabulary, listening and critical thinking skills. An oral test, based on the take-home test's material, general pronunciation points and discussion strategies, will be held on the last day of class. Students will prepare and participate in a 15-minute group discussion based on a topic related to the take-home test material. Students will be marked individually.

Attendance Policy: Each absence results in -1% of your final grade to a maximum of -5% (five absences). If you are absent more than five classes (excluding test and assignment days), your instructor may not allow you to continue in the class. Absences on assignment and test days do not receive the -1%; however, you must have a valid doctor's note in order to make up the assignment and receive a grade. Regular class attendance is essential as all teaching and practices are done in class. Instructors are strict about attendance.

Schedule of Activities and Assignments

The week of:	Activities	Assignments – In class	Home Assignments
Week 1 Sept. 14	Course Introduction Metaphors and Speaker Impact Pronunciation Needs	Introductions Listening Comprehension	Pronunciation/Speaking Assessment Online
Week 2 Sept. 21	Introducing and Concluding Presentations Nonverbal Communication- Importance of Body Language	Memoir/Metaphor Presentations (Tuesday and Thursday)	Memoir/Metaphor Presentation Self-Evaluation
Week 3 Sept. 28	Sound/Spelling Patterns Stress in Words Consonants & Function Words Useful Gambits	Pronunciation Exercises Discussion Strategies	Pronunciation Online Assignment 1—due Sunday, Oct. 4
Week 4 Oct. 5	Interrupting and Encouraging Others Tips for Facilitating a Group Discussion	Leading Group Discussion Practice Group Discussions	

Week 5 Oct. 12	No Class Monday (Thanksgiving Day) Importance of Body Language Word Stress & Focus Words	Group Discussions	Group Discussion Self-Evaluation
Week 6 Oct. 19	Introducing Experts Moderator Skills Chunking & Pausing Audience Interest Analysis	Speaker Introduction Practice	Pronunciation Online Assignment 2—due Sunday, Oct. 25
Week 7 Oct. 26	Compare-contrast Language Informative Presentations – Creating an Outline	Compare/contrast practice	
Week 8 Nov. 2	PowerPoint Skills	PowerPoint Practice Informative Presentations	PowerPoint Slide Practice Presentation
Week 9 Nov. 9		Informative Presentations	Informative Presentation Self- Evaluation
Week 10 Nov. 16	Introducing Critiquing a Product or Service Product/Service Chart Tips for Working as a Team	Pair-work for presentations (Thursday or Saturday)	** Class on Saturday, November 21st
Week 11 Nov. 23		Group Product/Service Critique (Monday, Tuesday & Thursday)	
Week 12 Nov. 30	Review for Final exam (Tuesday) Final Oral Test (Thursday)	Final Pronunciation Assessment (Monday)	Presentation Reflection—due Monday, November 30 th Take Home Exam Given Out (Tuesday)

Please note: This outline may be altered to better suit the needs of the class.

Important notes

Penalties for Late or Missed Assignments

One mark per day will be deducted from an assignment score if permission for an extension has not been given. Illness **must** be verified by a medical note.

Final Examination Policy

For fall 2015, the established examination period is **December 8-22, 2015**. The schedule will be available in October. Students should be aware that student travel plans are not acceptable grounds for granting an alternative final examination time (see:

<http://www.registrar.uwaterloo.ca/exams/finalexams.html>).

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 are expected to promote honesty, trust, fairness, respect and responsibility

SAMPLE

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her 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 the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71>.

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70>. In addition, consult <http://arts.uwaterloo.ca/student-grievances-faculty-arts-processes> for the Faculty of Arts’ grievance processes.

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, <http://uwaterloo.ca/secretariat/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 (AS) Office, located in Needles Hall, Room 1132, 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 AS Office at the beginning of each academic term.

Cross-listed course:

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

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 Harassment and Discrimination Officer at mmalton@uwaterloo.ca (519-884-4404, ext. 28628)