



UNIVERSITY OF PUERTO RICO AT ARECIBO
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Syllabus INGL-3061 (Presential Course)

Title	English for Students of Public Communication
Course Code	INGL-3061
Contact Hours	3 hours per week / 3 credits
Requisites	This course is offered to students who have received a passing grade in the English 3102, 3104, or 3112 courses.

Course Description

This course is designed for students of the Communications Department. It covers oral and written skills needed to produce and deliver effective speeches.

Learning Objectives

At the end of the course the students will be able to perform satisfactorily in the following areas:

Listening/Speaking:

1. Develop comprehension and critical listening skills
2. Produce the sounds and basic stress patterns of the English language
3. Improve articulation, enunciation, and pronunciation
4. Keep a record of the notes taken during the speeches
5. Respond to discussions and/or speeches of other students on specific topics

Delivery/Conversation:

1. Detect and avoid distracting gestures and defects in vocal mechanisms
2. Recognize, control and reduce communication apprehension
3. Recognize strengths and weaknesses in the communication of others
4. Analyze, interpret, and respond to audience verbal and non-verbal communication
5. Deliver informal and formal oral presentations
6. Deliver speeches with ease and self-confidence

Writing:

1. Create outlines for speeches
2. Write scripts of the speeches that will be delivered
3. Write a listening log with feedback on the lectures of their peers

Critical Thinking:

1. Use supporting materials and evidence
2. Understand and use appeals to logic, emotions, reliability and values effectively
3. Recognize and avoid logical fallacies in speeches

Research:

1. Acquire the necessary knowledge to investigate topics for the course speeches that will be delivered.

Course Outline and Time Distribution

1. Introduction to the Course	3.0 hours
2. The Foundations of Public Speaking	3.0 hours
3. Listening and Responding	3.0 hours
4. FIRST SPEECH- SPEECH OF SELF INTRODUCTION	7.5 hours
5. Determining an Appropriate Speech Goal	3.0 hours
6. Audience Analysis	1.5 hours
7. Selecting and Researching a Topic	1.5 hours
8. Use of Supporting Materials	1.5 hours
9. Outlining your speech	3.0 hours
10. Visual Aids	3.0 hours
11. Informative Speaking	3.0 hours
12. SECOND SPEECH- INFORMATIVE SPEECH	<u>12.0 hours</u>
	Total 45.0 hours

Instructional Techniques

The following strategies can be used to teach the course:

1. Individual and group presentations
2. Collaborative activities
3. Individual responses
4. Individual writing
 - Speech Outlines
 - Listening Log Notes of classmates' speeches
 - Speech Transcripts (At each professor's discretion)
5. Others

Learning Resources and Minimum Required Installations and Facilities

The course content will be enriched by using library resources, the internet, audiovisual materials, and any other supplementary materials that are assigned by the professor. The same textbook will be used by all the professors offering the course and all the chapter textbook exams will be taken online.

Evaluation Techniques

1. Speech 1- Introduction	20%
2. Speech 2- Informative	30%
3. Online Textbook Chapter Exams	20%
4. Listening Log Project	15%
*5. Attendance to Classroom Conferences	15%
Participation Online and In Class Discussions	
Quizzes, (Electronic Portfolio – Discretionary)	

*(At each professor's discretion- if not considered the 15% percent will be distributed as follows: 5% to speech one, 5% to speech two, and 5% to the online chapter exams.)

Reasonable Accommodation

Students who are sheltered under Law 51 or receive vocational rehabilitation services that require reasonable accommodations must inform the professor at the beginning of the semester by bringing an official letter that is sent from the office that deals with the matters of persons with impediments at the university in order to offer the necessary accommodations in accordance to the specifications that are delineated in said document.

Academic Integrity

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 12-2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person's answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

Institutional Policy Against Sex, Gender, and Sexual Orientation Discrimination (Cert. 36 2018—2019 JU):

The University of Puerto Rico prohibits discrimination based on sex, sexual orientation, and gender identity in any of its forms, including that of sexual harassment. According to the Institutional Policy Against Sexual Harassment at the University of Puerto Rico, Certification Num. 130, 2014-2015 from the Board of Governors, any student subjected to acts constituting sexual harassment, may turn to the Office of the Student Ombudsperson, the Office of the Dean of Students, and/or the Coordinator of the Office of Compliance with Title IX for an orientation and/or formal complaint.

Basic Grading Scale

- 100%-90% A
- 89%-80% B
- 79%-70% C
- 69%-60% D
- 59% and lower F

Bibliography

Adler, R., Elmhorst, J. (2002) *Communicating at Work* (7th ed.) New York McGraw-Hill

Hahner, J.C., Sokoloff, M., & Saliech, S.L. (1993). *Speaking Clearly Improving Voice and Diction* (4th ed.) New York: McGraw-Hill

Lucas, Stephen E., (2007) *The Art of Public Speaking*. (9th ed.) McGraw Hill

Shwartzman, R (1996) *Successful Public Speaking*. CA: Wadsworth Publishing Co.

Torres, L.M. (1998). *Impedimentos visuales: Naturalezas y necesidades*. San Juan: Editorial Isla Negra. Torres, L.M. (1999). *Movilidad: Necesidad básica de personas con impedimentos*. San Juan: Editorial Isla Negra.

*Verderber. Sellnow. Verderber. (2013). *SPEAK 4*. Cengage.

This syllabus was revised by P. Morales on August 2019 in compliance with Cert. 112-2014-2015. It must be followed by all professors offering a PRESENTIAL COURSE OF INGL-3061. Changes to the syllabus must be consulted with the course Coordinator and the Director of the English Department.