



**UNIVERSITY OF PUERTO RICO
ARECIBO
ENGLISH DEPARTMENT**

Syllabus for INGL 3093

Title: Conversational English

Course Code: INGL 3093

Contact Hours: 3 hours per week / 3 credits

Requisites/Co-Requisites/Other Requirements: Basic English (INGL 3101-3102), Intermediate English (INGL 3103-3104), or Honor English (INGL 3011-3012).

Course Description: Practice to develop the necessary skills to acquire vocabulary. The class is developed completely in English.

Learning Objectives:

A. General:

This course is designed to help students emphasize the basic principles of effective communication, typically required in certain professional fields.

B. Specific:

This course is designed for Industrial Psychology and Latin American Program students to reinforce the basic skills and structures of the English language that are necessary in the delivery and development of formal, effective, and professional language. Students will be able to perform satisfactorily in the following areas:

Listening/Speaking:

1. Develop general comprehension and critical listening skills.
2. Produce the sounds and basic stress patterns of the English language.
3. Improve articulation, enunciation, and pronunciation.

Conversation:

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

Writing:

1. Develop a working vocabulary from exposure to written and oral material.
2. Create outlines for oral presentations.
3. Keep a record of the students' lectures, comments, and discussions.

Critical Thinking:

1. Use supporting material as evidence.
2. Understand and use appeals to logic, emotions, reliability, and values effectively.
3. Recognize and avoid logical fallacies in dialogues and in writing.
4. Argue and engage opposing viewpoints constructively.

Course Outline and Time Distribution:

A. Introduction to the course	1.5 hours
B. Evaluation on speaking apprehension	3.0 hours
C. Effective interpretation and response*	20.0 hours
D. Active listening*	9.5 hours
E. Proficient language usage*	<u>12.0 hours</u>
*(EVERY class)	Total 45.0 hours

Instructional Techniques:

The following strategies may be used to teach the course:

- A. Individual and group presentations
- B. Collaborative activities
- C. Individual responses and writing
- D. Guess speakers and activities
- E. Technological resources (Internet and E-mail)
- F. Library facilities and online resources

Learning Resources and Minimum Required Installations and Facilities:

- A. Updated journals and magazines
- B. Readings for specific topics
- C. English Dictionary
- D. English/Spanish Dictionary
- E. Specialized dictionary related to particular fields

Evaluation Techniques:

ALL GRADES will be given in numerical percentages:

A. Introduction Oral Presentation	10%
B. Reports, Dialogues, Critiques, and group work	20%
C. Participation	30%
D. Attendance	20%
E. Written outlines, quizzes, and assignments	10%
F. Final Exam: Oral and written evaluation	10%

Note: Certification 111-2014-2015 of the Governing Board defines a face-to-face course as: "Course in which 75% or more of instruction hours require the physical presence of students and the professor in the classroom." The remaining 25% may be covered using different educational strategies, among which are: visits related to the course, field experiences, excursions, and online activities, among others. It is the responsibility of the professor to provide evidence of all the activities with attendance sheets and assessment of these activities.

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.

Grading Scale:

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

Bibliography:

Berco, Roy M., Wolvin, A., & Wolvin, D. (2004). *Communicating: A Social and Career Focus* (9th ed.). Boston: Houghton Mifflin Co.

Hahner, J.C. & Sokoloff, M. (2001). *Speaking Clearly: Improving Voice and Diction* (4th ed.) New York: McGraw-Hill, Inc.

Jones, L. (2001). *Expressions*. Boston: Heinle, Thomson Learning.

- Changes to the syllabus must be consulted with the Course Coordinator and Director of the Department.