



**UNIVERSITY OF PUERTO RICO
ARECIBO
ENGLISH DEPARTMENT**

Syllabus for INGL 3094

Title	Conversational English for Professionals
Course Code	INGL 3094
Contact Hours	3 hours per week / 3 credits
Requisites	Basic English (INGL 3101-3102), Intermediate English (INGL 3103-3104), or Honor English (INGL 3011-3012), and Conversational English (INGL 3093).

Course Description

Practice to develop the necessary skills to continue acquiring more vocabulary used in distinctive professional circumstances. The class is developed completely in English.

Learning Objectives

A. General:

This course is designed to help students effectively emphasize all the principals involved in oral and written 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. Broader development in comprehension and critical listening skills.
2. Practice extensively with the sounds, vocabulary, and stress patterns of the English language.
3. Overall self-improvements in articulation, enunciation, and pronunciation.

Conversation:

1. Constantly detect and avoid distracting gestures and defects in vocal mechanism.
2. Repeatedly reduce communication apprehension by continuous oral practice.
3. Frequently improve strengths and reduce weaknesses in the communication of others and oneself.
4. Effectively analyze, interpret, and respond to audience verbal and non-verbal communication.
5. Continuously deliver brief, informal and formal oral presentations.
6. Regularly converse with ease and self-confidence.
7. Successfully voice stand in all debates, controversies, and issues discussed.

8. Endlessly engage in everyday topics of conversation in order to enrich vocabulary and language skill.

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
- D. Individual writing
- E. Conference Speakers

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.

*Revised by Prof. Marisol Santiago Pérez in accordance with Cert. 112 2014-2015 on January of 2016.

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