UNIVERSITY OF PUERTO RICO
ARECIBO
ENGLISH DEPARTMENT

Syllabus for INGL 3094

I. Course Title: Conversational English for Professional

II. Course Code: INGL 3094

III. Contact Hours/Credits: 3 hours per week / 3 credits

IV. Prerequisites: Conversational English (INGL 3093)

V. Course Description: This course is designed to improve oral expressions and increase vocabulary through discussions in readings and technical materials. This course will help interpret English text books.

VI. Objectives:

A. General Objectives:

To emphasize the basic principles of effective communication, typically required in the field.

B. Specific Objectives:

At the end of this course 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
4. respond to class discussions, arguments, questions and/or comments on specific topics.

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 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, discussions, dialogues and oral presentations

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 dialogue and in writing
4. argue and engage opposing viewpoints constructively

VII. Course Outline:

1. Introduction to the course	1.5 hours
2. Evaluation on speaking apprehension	3.0 hours
3. Effective interpretation and response	20.0 hours
4. Effective listening	9.5 hours
5. Professional language usage	12.0 hours
Total	**45.0 hours**

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.

VIII. Instructional Strategies:

Among the strategies to be used in class are:

1. Individual and group presentations
2. Collaborative activities
3. Individual responses
4. Individual writings

IX. Resources:

The students will analyze and respond orally to information found in the library, the internet, T.V, radio or songs, audiovisual materials, and any other additional material prepared by the professor.

X. Evaluation Strategies and Grade Distribution:

1. Informal Oral Presentations: Reports, Dialogues, Critiques and Group Work	30%
2. Final Exam (Formal Oral Argumentative Discussion)	20%
3. Evidence: Written Outlines, Quizzes & Assignments	20%
4. Participation and Attendance	30%

NOTE: The specific needs of students sheltered under Law 51 will be taken into consideration.

XI. Basic Grading Scale

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

XII. Bibliography

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

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

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

4. Torres, L. M. (1999). *Movilidad: Necesidad Básica de Personas con Impedimentos.* San Juan: Editorial Isla Negra

5. Torres, Lucy M. *Impedimentos Visuales: Naturaleza y Necesidades*. San Juan: Isla Negra, 1998.

XIII. LAW 51

Students that receive vocational rehabilitation services should get in contact with the professor at the beginning of the semester to make sure that all academic and technical needs are addressed in accordance with the "Oficina de Asuntos para Personas con Impedimento". Other students that require special accommodations should also notify the professor in charge.

Revised in August of 2006[1]
Submitted by Prof. Marisol Santiago Pérez

1 NOTE: No changes should be made to this syllabus unless consulted with the Course Coordinator and Director of the Department for approval.

UNIVERSITY OF PUERTO RICO
ENGLISH DEPARMENT

Prof. Marisol Santiago Pérez

IMPORTANT INFORMATION

- Attendance to all class sessions and participation in all classroom activities is mandatory to successfully complete this course.
- makeup if you have a justifiable excuse for your absence, but you are not entitled to a makeup.

- Makeups for examinations, quizzes, and other graded work is at the individual professor's discretion. You are responsible for requesting a

- makeup if you have a justifiable excuse for your absence, but you are not entitled to a makeup.

- All dialogues, presentations, reports and/or critiques must be given in class on the assigned date. Any late **excused** presentations, will receive a minus twenty (-20).

- Students will attend all dialogues/presentations and take notes of what every student who delivers a dialogue/presentation says. They **will** use these to formulate questions during the doubt or question period.

- No interruptions will be tolerated by anyone during oral discussions, dialogues, presentations, reports and/or critiques during the class. Interruptions by definition are: entering or exiting a room, cellular phones ringing and/or unwelcome solicitors. Every interruption will receive a minus five (-5).

Professor's Name: Prof. Marisol Santiago Pérez

Office Hours: Mondays & Wednesdays 10:00 – 11:00 a.m.

Tuesdays & Thursdays 11:30 – 12:30 p.m.