



# English Oral Communication

## Unit of Study Outline

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### 1. Unit of study information

This course is designed for students who are non-native speaker of English. It is the foundation course for university level education. The course gives attention to the selection, composition, organization and delivery of speech material. Also Emphasis is placed on basic oral communication theory, problems of listening, interviewing, speech evaluation, and developing confidence.

### 2. Pre-requisite units and assumed knowledge

None

### 3. Learning aims and outcomes

Upon completion of this course, the students should be able to:

- Learn what constitutes effective communication
- Develop the ability to critically analyze and evaluate the variety of communications from many media
- Improve the ability to easily engage in controversial speech
- Learn the basic skills of and develop poise and confidence in elementary public speaking situations
- Become appreciative and imitative of excellence in oral communication.

### 4. Weighting of final grade

Midterm Exam 25%  
Final Exam 25%  
Assignments 30%  
Informative & Persuasive Speech 20%

## 5. Grading

A	100-95	A-	94-90	B+	89-87
B	86-83	B-	82-80	C+	79-77
C	76-73	C-	72-70	D+	69-67
D	66-63	D-	62-60	F	59 or lower

## 6. Policies

### Attendance Policy

Attendance in class is mandatory for all students enrolled in the course. Any excused absence must be discussed directly with the teacher. Being late to class within 15 minutes will be recorded as 1 LATE and being late over 15 minutes will be recorded as 1 ABSENCE. 3 LATES equal to 1 ABSENCE. 20% absences of the total teaching hours will cause an F (a failing grade) directly. However, students are still welcome to continue to attend class. F students have no right to drop this course anymore. Each unexcused absence will result in the lowering of the attendance grade by 1 point. Each excused absence will result in the lowering of the attendance grade by 0.5 point.

### Participation Policy

Students should participate in their chosen classes actively and effectively. The Participation Grade is related to the Attendance Grade. Students' final attendance grade is the maximum of their participation grade.

Participation grade will be based on a variety of factors including, but not limited to taking part in class discussions and activities, completing assignments, being able to answer questions correctly, obeying class rules, and being prepared for class, frequent visiting your instructors and chatting in English during their office hours is highly recommended.

### Policy on Assignments and Quizzes

Students should finish their assignments completely and punctually.

Assignment should be submitted on the date appointed by the instructor. If a student cannot hand in the assignment on time, the reasonable excuse will be needed. Late assignments will receive a maximum grade of 80. An assignment that is late for 3 days will be corrected but receive 0.

You are recommended print all your assignment in the uniform format with the heading of Student's Pledge of no cheating. Written assignment or printed ones without the uniform heading of pledge will receive a maximum grade of 80.

It is mandatory to have weekend assignment every week. Any weekend assignment should be submitted on first class of next week.

It is mandatory to have holiday assignment on the public holidays. Any holiday assignment should be submitted on the first day on returning to school.

Students are required to do a multitude of presentations during the course.

### **Plagiarism**

Any form of cheating is NEVER tolerated. Any student ONCE caught cheating on a quiz, assignment or examination will receive a 0 for that particular work of the whole semester. At the beginning of the semester the definition of plagiarism will be carefully explained. When any thoughts or writings of another person are used, the sources must be clearly identified (using quotes, bibliography and giving reference).

### **Classroom Policies**

1. No eating, cellular phones, electronic dictionaries, smoking, chatting or drowsing in class.
2. Please speak in English rather than Chinese in class.
3. Students are not allowed to attend class without textbooks.
4. Stand up when answering questions.
5. Respect classmates' ideas, opinions, and questions of your classmates.
6. You are welcome to visit the instructor's office in his/her office hours.
7. Take good care of the laboratory facilities. Do not splash water on the desktop.
8. When each class is over, hang the earphone on the hanger. Put the trash into the trash-bin.
9. All your classroom involvement, performance and after-class communications with instructor will affect your participation score.
10. All communications with the teacher must be in English, both inside and outside class time.

## 7. Texts and other recourses

Grant, M. and Porter, P. A. (1992) Communicating Effectively in English: Oral Communication for Non-native Speakers, 2nd ed., Heinle Cengage Learning.

## 8. Teaching methods

Informally debating and presenting information on several specific current social issues through interpersonal, group, and public speaking mediums and the use of personal narratives, presentations, and discussions.

## 9. Week by week topic and study guide

<b>Week 1</b>	Understanding Your Audience and Being Understood	Anxiety of Communication
		Learning about Your Audience
		Preparing Your Report
<b>Week 2</b>		Delivering Your Report
		Listening to and Evaluating the Reports
<b>Week 3</b>	Getting Information: Interviews	Sample Interview
		Communicating
<b>Week 4</b>		Interviewing and Participating in a Conference
		Developing Interviewing
		Reporting on Your Interview and Your Conference
<b>Week 5</b>	Providing Information: Instructions and Demonstrations	Sample Speech
		Demonstrating Processes or Providing Instructions
		Finding a Topic
<b>Week 6</b>		Organizing the Body of Your Speech
		Preparing Your Conclusion
		Preparing Your Introduction
<b>Week 7</b>		Using Visual Aids
		Presenting Your Speech
		Listening and Evaluating
<b>Week 8</b>	<b>Midterm Exam</b>	

<b>Week 9</b>	Providing Information: Group Discussion and Presentations	Participating in Small-Group Discussion
		Finding Your Topic
		Keeping your Discussion on Track
<b>Week 10</b>		Exploring Your Topic
		Organizing Your Presentation
		Planning the Closing, Opening
<b>Week 11</b>		Preparing to Respond to Questions
		Preparing Your Notes and Visual Aids
		Practicing and Evaluating the Presentations
<b>Week 12</b>	Persuading Others: Solving a Problem	Introductory Dialog
		Solving a Problem
		Choosing Appropriate Problems
<b>Week 13</b>		Gathering Information for Your Presentation
		Organizing the Body of Your Speech
<b>Week 14</b>		Preparing Your Conclusion
		Preparing Your Introduction
		Delivering and Evaluating Problems/Solution Speeches
<b>Week 15</b>	Persuading Others: Taking a Position	Resource Article
		Speaking to Persuade
		Expressing Opinions
<b>Week 16</b>		Preparing Your Speech
		Presenting Your Speech
		Listening and Evaluating
		Participating in Panel Discussions
		Listening and Evaluating
<b>Week 17</b>	<b>Final Exam</b>	