

Course: ELI*225*1 Advanced Oral Communication Skills: Listening and Speaking, Level 5

Credit Hours: 2

Days and Times: Tuesday/Thursday, 1:45PM – 3:20PM

Location: Business & Entrepreneurship (BE), room 132

Dates: August 21 – October 9, 2024

Term: Fall 1 2025

Instructor: Rachel Israel

Office Hours: by appointment

Email: risrael@noctrl.edu

Course Description:

Welcome to our class! I look forward to getting to know you and working with you this term. In this course, you will refine your listening and speaking skills in academic settings. You will actively listen to challenging lectures and talks about different general education topics and take notes, reflect, think critically, and ask relevant questions about the content. When speaking, you will continue to increase fluency and accuracy in English. You will develop your ability to share opinions during group discussions, and give clear presentations about advanced-level topics. You should also be able to self-correct your grammar and apply course grammar and vocabulary from class in your everyday speech as well as in your presentations. If you have any questions, please talk to me; I am here to support you and your learning.

Required Texts and Materials:

- Cavage, C. (2018). *University Success Oral Communication, Advanced*. (R. B. Lockwood, Ed.). Hoboken, NJ: Pearson Education, Inc. ISBN: 0-13-465268-1
- Folder and notebook ONLY for this class
- Calendar for course assignments
- Technology as required for online work (e.g., laptop, smartphone, tablet, WiFi connection, headphones, etc.)

Learning Outcomes – To pass this course, you should be able to:

1. politely interrupt during a formal conversation to ask for clarification or reasoning;
2. take detailed notes when listening that can be used to study for exams and prepare for presentations;
3. understand and answer different question types (short answer, true/false, multiple choice, etc.) about academic talks and lectures;
4. give a clear 5 – 6-minute presentation on a familiar academic or professional topic;
5. avoid plagiarism in formal presentations and use reported speech when necessary;
6. respond to factual questions in a professional manner;
7. organize and manage collaborative group work effectively and encourage and invite another speaker to continue or come into the conversation; and
8. use grammatical structures and academic vocabulary from class in your everyday spoken communication.

Course Structure:

This course is divided into multiple textbook units over eight weeks. Each week, you can expect to engage in a variety of in-class tasks and activities in both individual and group settings, such as textbook exercises, listening tasks, discussions, presentations, exams, and other tasks as appropriate.

Criteria for Evaluation:

<u>Assignment</u>	<u>Percentage of Grade:</u>
Class Participation	20%
Homework	10%
Speaking Tasks (2, 20% each)	40%
Exams (2, 15% each)	30%
	100%

Grade Scale:

A = 93-100%	C+ = 77-79%
A- = 90-92%	C = 73-76%
B+ = 87-89%	C- = 70-72%
B = 83-86%	D = 60-69%
B- = 80-82%	F = below 60%

Assessments*

Class Participation:

- You are expected to attend and participate in all classes. In other words, you are expected to be an active participant in each discussion - sometimes, you might be actively listening - other times, you might be speaking. While in class, I expect you to have your full attention on the class discussion so you can maximize your learning.
- If you are unable to attend a class, it is your job, as a student, to review the class material and talk to your instructor to make up any missed work. For more information, please see our class's Late Work policy below.

Homework:

A lot of work is completed outside of class. Every day, you will have homework assignments that will be assessed by your instructor. The main purpose of most homework assignments is to practice the skills learned in class. With some exceptions, most homework will be graded for timeliness, completion, and honest effort. Homework assignment details will be given explicitly in class.

Speaking Tasks:

During this term, you will have a variety of speaking projects, including presentations, discussion circles, and projects, about topics connected to the textbook units or other relevant topics of interest. Before each speaking task, your instructor will give you a detailed assignment description and rubric to outline the requirements.

Exams:

You will have two exams on which you will demonstrate your knowledge of the materials covered during the course. You will receive a study guide and have approximately one week to study for each exam.

Course Policies and Expectations

Time Management and Homework Expectations:

English Language Institute courses are designed to be intensive, meaning you do a lot of learning in a short period of time to meet your goals quickly. In general, you can expect about 4 hours of homework in this class, every week.

Technology:

Using technology is now a fundamental part of your coursework. While in class, we expect you to focus on the technology that is required to engage in class activities and discussions. Please remember, **it is disrespectful to your instructor and your classmates if you are not fully engaged in class**. For example, you should not check messages on social media or respond to non-emergency text messages during class time. If you focus on things outside of class while in class, your participation grade will be affected and your language skills won't improve as quickly.

Plagiarism and Artificial Intelligence (AI):

Plagiarism, copying someone else's work without giving him or her credit, is a very serious issue in American universities. **Plagiarism is not acceptable**. If you plagiarize an assignment, you will be given an "F" and may be asked to re-do your assignment for a lower grade.

You are required to do your own intellectual work. This also means that using online artificial intelligence (AI) tools to write your homework, essays, outlines, etc. is not permissible in this class, unless guided by your instructor. If you have any questions about this policy, please ask.

Late Work:

- If you are absent, it is your job as a student to learn about and complete the assignments you missed.
- In general, all late work must be submitted within one week. I usually will not accept work submitted after one week of your return to class. Exceptions are rare and made only on a case-by-case basis.
- Late work can be accepted for full credit only if you were absent from a class and the absence is excused.
- The highest grade you may earn when you submit a late assignment from an unexcused absence is a 75% (C). Points will be deducted appropriately from the 75% mark.

Communication:

- As your instructor, I will work hard to communicate with you clearly, quickly, and often. If you have a question specific to you, the best way to communicate with me is via email or Microsoft Teams. During the work week (Monday – Friday), my goal is to respond to your inquiry in 24 hours or less. On the weekends, it may take me up to 48 hours to respond to an email or Teams message.
- If you would like to meet to discuss a question, I am happy to set-up a meeting; Microsoft Teams is often the easiest meeting platform.
- **Canvas** (<https://canvas.noctrl.edu/>) is the platform that holds your class information. I expect you to log into Canvas every day. After each class, I will post the homework for the following class in the Canvas Homework List on under **Modules > Our Class Resources > Homework List**.
- If you have questions, please ask!

Netiquette:

As a citizen in a digital world, you are responsible for maintaining appropriate communication in all academic situations, including online. Netiquette is a set of guidelines for appropriate online communication. You are responsible for adhering to the following:

- Be sensitive to differences (cultural, political, religious beliefs, etc.) and respecting others' views and opinions.
- Online discussions may take the place of an in-class discussion, so be careful and thoughtful of your language.
- Avoid using all capital letters as it implies "shouting" on the Internet and is considered impolite or aggressive.
- Use appropriate grammar and spelling; avoid text message slang/short-cuts.

English:

You are here to speak English. When you are in the classroom, you must speak English at all times. If you do not speak English, your participation grade will be lowered.

NCC Resources for Students

Our course syllabus includes by extension the college policies and resources for students posted on Canvas. Visit **College Policies and Resources for Students** (link below) or scan the QR code to learn more about college policies that apply to all courses and the support services available to students.

<https://canvas.noctrl.edu/courses/2538/pages/college-policies-and-resources-for-students>

