In this class, students will work on fluency, accuracy, and appropriateness in spoken communication to in order to prepare them to participate more effectively and confidently in their academic communities.

GOALS:

1) To work on acquiring a North American accent:
   - Pronouncing vowels and consonants clearly
   - Pausing appropriately and effectively
   - Linking words
   - Stressing content words and reducing function words
   - Establishing focus words
   - Using intonation to communicate meaning

2) To practice pronunciation and learn basic presentation skills:
   - Producing effective and natural nonverbal language (gestures, facial expressions, voice quality)
   - Acquiring an intelligible level of verbal language (phrasing and highlighting key words)
   - Using power point appropriately and effectively
   - Making effective transitions between power point slides
   - Paraphrasing audience questions and answering appropriately

3) To practice discussion skills:
   - Giving oral summaries
   - Developing questions
   - Asking and paraphrasing questions
   - Re-directing questions

4) To achieve greater confidence in speaking:
   - Practicing impromptu speaking
   - Interviewing questions and response
   - Learning “small-talk” skills

MATERIALS: Instructor Provided Handouts
            Student Generated Power Point Slides for Presentations

GRADING: To pass this class and receive credit, you must attend at least 11 of the 13 two-hour classes and fulfill the individual conference requirements. Therefore, if you know that you will miss more than two class sessions, you should consider taking this course during a future semester. In addition to the regular weekly classes, a minimum of two hours of individual
student/instructor conferencing are required for each student during the semester. You will also be expected to prepare speaking assignments to present in small groups or in front of the instructor.

INDIVIDUAL CONFERENCING:

**Beginning and End Term Evaluations:** During the first two weeks of the semester, you must sign up for one 20-minute session. During this session, you will do a five-minute PowerPoint presentation. **Be sure to keep to the time limit.** This presentation will be recorded so that the instructor can determine your current pronunciation and speaking skills. You will receive your evaluation, which will help you set pronunciation and presentation skills for the semester. At the end of the semester, you will be evaluated again from another 5 minute PowerPoint presentation to determine your progress and set new speaking goals for the future.

**Tutorials:** In addition to the beginning and end term evaluations, you are required to meet with the instructor one-on-one for a minimum of 90 more minutes (either two 45-minute sessions or three 30-minute sessions). In these tutorials, you will be presenting field specific material based on your individual needs (i.e., conference presentations, dissertation proposal or defense, departmental or class presentation) Some tutorials can focus mainly on pronunciation if there is a need. **You are responsible for scheduling these conferences with the instructor.** *If you cannot attend an appointment, you must notify the instructor as soon as possible to reschedule. Instructor availability is limited and a canceled appointment can result in a conference that cannot be rescheduled.*

**CLASS GUIDELINES:** In order to work effectively in this class please observe the following:

- Speak only English in class
- Turn off cell phones during class time
- Complete class pronunciation or speaking assignments
- Email or call me to inform me of an absence
- Be punctual for class
- Organize and bring course materials to every class

**Useful Links:**

**For Pronunciation of Specific Consonants and Vowels:**
http://www.uiowa.edu/
http://international.ouc.bc.ca/

**For Work with Rhythm and Intonation**

http://www.americanrhetoric.com/
http://www.ted.com/
http://www.academicearth.org/
# SYLLABUS-CETL 8793
## ORAL COMMUNICATION COURSE FOR GRADUATE STUDENTS
Fall Semester 2009

**Instructor:** Ruth Schowalter  
**EMAIL:** ruth.schowalter@esl.gatech.edu

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| **January 11**<br>Class 1 | **Introductions and warm up activity** (4-stress rules)  
**Pronunciation:** the sound system (vowels and consonants)  
**Conversation practice**  
**Introduction to impromptu speaking** | **Homework for January 25:** Bring to the next class and your first meeting with me a list of at least 20 field specific terms, phrases, and abbreviations (This list should consist of the words you use regularly in your general or specialized field of study). Be prepared to “orally” define 2 field specific terms in a small group. |
| **January 18**<br>Martin Luther King Jr. Holiday | **No Class** | |
| **January 25**<br>Class 2 | **Warm up activity** (articulation)  
- **Impromptu Speaking**  
- **Accent reduction** (six essential skills)  
- **Defining a term** | **Homework for February 1st:** Prepare to give an extended “oral” definition of a term in your field based on handout given in class. Prepare a PowerPoint slide(s) and bring both a print and electronic copy to class. |
| **February 1**<br>Class 3 | **Warm up activity**  
- **Accent reduction**  
- **Defining a term in small groups. Volunteers to present in front of class** | |
| **February 8**<br>Class 4 | **Warm up activity**  
- **Word endings and linking**  
Activity with word endings and linking  
- **Preparing and explaining a visual** | **Homework for February 15th:** Prepare one visual on a Power Point Slide to explain. Print power point copy. Volunteers bring flash drive to present in front of the class. |
| **February 15**<br>Class 5 | **Warm up activity**  
- **Word stress**  
- **Explaining a visual in small groups. Volunteers present in front of class.**  
- **Developing a Relationship with your listeners** (nonverbal language) | **Homework for February 22nd:** Prepare a 1-2 minute topic (no visuals) and prepare to use nonverbal language when you present. |
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| February 22| Class 6| Warm up activity  
• Word stress  
• Developing a Relationship with your listeners  
  (nonverbal language)  
• 1-2 minute presentations |                                             |
| March 1    | Class 7| Warm up activity  
• Word Stress  
• Practice using nonverbal language |                                             |
| March 8    |        | Language Institute Break                                                                                     | No Class                 |
| March 15   | Class 8| Warm up activity  
• Rhythm and reduction  
• Learning ways to begin presentations effectively:  
  greeting, attention getter, credibility, road map | Homework for March 29th:  
Prepare an introduction to a presentation. Bring introductory and road map slides. |
| March 22   |        | GeorgiaTech Spring Break                                                                                      | No Class                 |
| March 29   | Class 9| Warm up activity  
• Stress and Intonation                                                                                      | Homework for April 5th:  
Choose a short monologue from American Movie Rhetoric. Mark it for pausing, stress, linking, and focus. Prepare to present in small groups. |
| April 5    | Class 10| Warm up activity  
• Present movie monologues in small groups  
• Intonation  
• Delivery Tips: enunciating key terms, dramatic contrasts, effective pausing |                                             |
| April 12   | Class 11| Warm up activity  
• Intonation  
• Linking |                                             |
| April 19   | Class 12| Warm up activity  
• Intonation  
• Concluding a presentation  
• Initiating questions | Homework for April 26th:  
Prepare a conclusion for a presentation on PowerPoint slides. Print copy and bring electronic version. |
| April 26   | Class 13| Warm up activity  
• Intonation  
• Present Conclusions in small groups.  
• Responding to questions |                                             |
| May 3-5    |        | Final Presentations Scheduled Individually                                                                    |                                             |
BEGINNING TERM CONFERENCES/Evaluations
Come to the Language Institute at the O’Keefe Building, Office 111 (Look on the office door for the classroom we will be using.)

What to bring: Bring on a flashdrive or email yourself a 5-minute PowerPoint presentation on a topic from your academic field. You are welcome to bring a presentation you have given before. However, please make it FIVE MINUTES only. We are on a strict evaluation schedule.

How to prepare: No preparation is necessary other than your PowerPoint slides. This evaluation is to determine the skills you have now and the skills you need to be more effective. Do not memorize your presentation.

What to expect: After you finish your presentation, you will be asked questions by the evaluator(s).

Follow-up: You will make a second appointment to discuss your pronunciation and speaking skills and goals with the instructor.

SCHEDULE FOR BEGINNING EVALUATION (please sign up on the master schedule with the instructor.)

Wednesday, January 13th
1. 2:00-2:20
2. 2:20-2:40
3. 2:40-3:00
4. 3:00-3:20
5. 3:20-3:40
6. 3:40-4:00
7. 4:00-4:20
8. 4:20-4:40
9. 4:40-5:00

Wednesday, January 20
10. 2:00-2:20
11. 2:20-2:40
12. 2:40-3:00
13. 3:00-3:20
14. 3:20-3:40
15. 3:40-4:00
16. 4:00-4:20