

UNIVERSITY OF COSTA RICA
School of Modern Languages
B.A. in English and B.A. and *Profesorado* in English Teaching

COURSE OUTLINE
I-17

Name: Communication and Pronunciation Techniques I	Requisites: LM-1240; LM-1244; LM-1245
Course Code: LM-1351	Co-requisites: LM-1352; LM-1353
Credits: 5	Cycle: V
Schedule: 6 hours/ week in-class work 9 hours/ week out-of-class work	Type: Plan de Estudios B.A. in English and B.A. and <i>Profesorado</i> in English Teaching
Level: Third year	

I. DESCRIPTION

This is a third year oral course intended for intermediate students of English. It focuses on informative speeches and group discussions, their modalities and techniques. At the end of the course, the students will be able to present informative speeches and participate in group discussions by applying public speaking skills and communicating accurately and fluently in English at a high intermediate level.

II. SPECIFIC OBJECTIVES

In this course, the students will:

- A.** develop a topic orally and support their ideas with up-to-date, reliable information.
- B.** use a variety of sources to develop a topic for oral presentations.
- C.** present informative speeches and group discussions using proper pronunciation of segmentals (vowels and consonants) and suprasegmentals (word and sentence stress).
- D.** use appropriate lexicon and structures for the topic and the audience.
- E.** use strategies to develop public speaking skills.
- F.** be effective interlocutors by becoming active participants and attentive listeners.
- G.** evaluate their own work and that of their classmates.
- H.** pronounce vowels and consonants accurately.
- I.** transcribe high-frequency and topic-related words using the International Phonetic Alphabet (IPA, 2005) to improve their language skills.
- J.** improve their listening comprehension skills through exposure to audio materials.

III. CONTENTS

- A. Public Speaking**
1. The basics of public speaking
 2. Informative speeches
 3. Group discussions
- B. Topics for discussion**
1. Violence
 2. World and regional conflicts
 3. Violation of human rights
 4. Resource exploitation
 5. Social responsibility
- C. Pronunciation Contents**
1. **An overview of the consonant sounds of American English**
 - The 24 consonant sounds
 - Voiced and voiceless consonants
 - Pronouncing consonant sounds
 - Practice of /θ/, /ʃ/, and /v/
 2. **Consonant substitutions**
 - /θ/, /t/, and /s/; /ð/, /d/, and /z/
 - /dʒ/ and /j/
 - /ʃ/ and /tʃ/
 - /b/, /v/, /w/, and /hw/
 - /f/
 - Final /m/, /n/, /ŋ/, and /ŋk/
 - /h/
 3. **Stress in words**
 4. **Phonetic transcriptions**

IV. METHODOLOGY

Students are required to work individually and in groups to carry out different tasks. Class time is divided into the theory and practice of public speaking, pronunciation topics, and listening comprehension exercises. Students will transcribe and read transcriptions of key words and topic-related phrases. Class time is also allotted to the discussion of topics about social and ethical issues. **ATTENDANCE, RESPONSIBILITY, SERIOUSNESS, AND TEAM WORK ARE NECESSARY.**

V. EVALUATION

- | | |
|------------------------------------------|-----|
| A. Quizzes (at least 4) | 20% |
| B. Prepared informative speech | 15% |
| C. Exam I (impromptu informative speech) | 25% |
| D. Impromptu group discussion | 15% |

E. Exam II (prepared group discussion) 25%

* **All oral presentations will be recorded.**

VI. ADDITIONAL INFORMATION

This section contains important information about aspects of the evaluation of this course.

- A. We will use the symbols included in the 2005 version of the International Phonetic Alphabet (IPA). These are included in the pronunciation packet.
- B. **Quizzes** may be announced or unannounced, and they may cover readings and/or listening activities about topics discussed in class, public speaking and pronunciation principles, oral assignments, transcriptions, and any other content studied in class or assigned by the professor.
- C. Aspects to take into account regarding speeches:
 -Speeches will be given in pairs and will last from **10 to 12 minutes**. In case there are not enough students to make pairs, a student will have to present individually. However, this student's speech will last from 6-8 minutes.
 - Speeches could be related to any of the following topics: violence and political, social and ethical issues.
-No speeches on the topics of bioethics, environment, health, media and / or technology will be accepted.
 -Each pair of students will present their outlines to their professor for approval at least a week before their presentation. **Students who fail to comply with this requirement will not be allowed to present their speech.**
- D. The **first exam*** will be a **10-12 minute** impromptu informative speech in pairs. Students will choose their partner, who has to be different from the one they worked with in the prepared informative speech. Each pair of students will choose two topics and present their outlines to their professor for approval at least a week before their presentation. The day of the speech, the professors will let the students know which of the two topics they will present.
 * Before students take exam I, they will practice giving an impromptu informative speech in class. This task will not be evaluated. Its purpose is to help students feel prepared for the exam and to give them an opportunity to put into practice what they have learned about giving impromptu informative speeches.
- E. For the **impromptu group discussion**:
 -Students will work in groups of 5-6 members and will have from **25-30 minutes** to have their discussion. Each group member is responsible for his/her own participation and his/her group performance. Groups will have to choose two topics and write an outline for each of them. These outlines must be approved by the professor at least a week before

their presentation. They will discuss only **one** of the topics which will be chosen at random the day of the presentation. Since groups will not know the topic that they will discuss, they must be ready to discuss both topics. Given the nature of this evaluation, visual aids are not a must.

-The day of their presentation, each group will be given 10 minutes outside class to quickly organize the information they have already researched. They must come back once these 10 minutes are over.

-Students will know the week(s) when this discussion will be held (see your course syllabus). All students' attendance to presentations is expected out of respect to your classmates. Also, the content of the presentations might be evaluated in short evaluations.

- F. The **second exam** will be a **25-30 minute** prepared group discussion with 5-6 members. **The topic will be chosen by the students and must be approved by the professor** at least a week before presentation date. Students will not be allowed to be group leaders twice. Students will have to present an appropriate outline which includes a list of reliable academic references and key word transcriptions. In addition, they will have to hand in a final and revised copy of the outline to each professor the day of their presentation.

G. The following guidelines apply to **both** group discussions and speeches:

- All group members will be responsible for and assessed on the correct organization of oral assignments, namely, discussions and speeches. Even though students will be evaluated individually in terms of language use and delivery-related aspects, all group members will be equally penalized should any of them fail to include any of the sections required.
- **No reading and / or memorization will be accepted.** Students who read or memorize their presentations will be told to stop. They will then be allowed to go on with their presentation as long as they comply with the guidelines. Otherwise, **they will automatically obtain a 5.0 or lower.**
- Outlines must be complete and comply with formal format requirements (see sample outline included in the course packet). Those outlines that are incomplete or do not follow the guidelines will not be accepted, and thus students will not be allowed to present. Outlines must include the transcriptions of at least 10 key words per group.
- Students may **only** use index cards and/or a copy of the **outline**. These index cards and/or outline will be checked by the professor before the presentations and may only include: key words, sources, transcriptions of difficult key words, and quotations. Students who do not comply with this requirement may continue with their presentation without their index cards and/or outline.
- If a student is absent or late, he/she will not be allowed to present and the other student(s) will have to present the speech or the discussion.
- Visual aids will not be necessary in impromptu tasks; however, students may use the board.
- Topics used for informative speeches and group discussions **cannot** be recycled for the midterm and final exams.
- Topics that were not used in the impromptu informative speech or in the impromptu group discussion may be used for the final exam.

- Once the time allotted to an oral task is over, presenters will be asked to stop and points will be taken off for those parts that were not included.
- **It is the students' responsibility to bring a recording device to record their presentations** so that they can reflect on their own performance. Students will have to base any complaint on *their* recording. Professors will not provide students with the recordings.

VI. CLASS RULES

- A. Students who are absent during the speeches and the group discussions **will not** be allowed to give the assigned oral presentation unless appropriate documentation is presented.
- B. **NO LATE PRESENTATIONS WILL BE ACCEPTED.**
- C. Students must bring to class the reading and pronunciation booklets and a good monolingual English dictionary **at all times.**
- D. Cell phones and any other electronic device **must always be kept off and put away** as mandated by the University regulations.
- E. No interruptions or late arrivals will be permitted during presentations. The door will be locked during presentations. Students will be asked to wait outside the classroom until the presentation is over out of respect to their classmates.

VII. BIBLIOGRAPHY

A course packet prepared by the instructors. This packet includes the topics of: pronunciation, public speaking and readings (first part of the semester) and group discussions and readings (second part of the semester).

Grant, L. (2000). *Well said: pronunciation for clear communication*. MA: Heinle&Heinle.

Lucas, S. (2007). *The art of public speaking* (9th ed.). New York: McGraw-Hill.

Porter, P., & Grant, M. (1992). *Communicating effectively in English*. Boston, MA: Heinle&Heinle Publishers.

Practor, C. H., & Robinett, B. J. (1985). *Manual of American English Pronunciation* (4th ed.). New York: Holt, Rinehart, & Winston.

Reed, M. & Michaud, C. (2005). *Sound concepts: An integrated pronunciation course*. New York: McGraw-Hill.

*Readings, video and listening activities from different sources

VIII. REGLAMENTO DE ORDEN Y DISCIPLINA DE LOS ESTUDIANTES DE LA UNIVERSIDAD DE COSTA RICA

ARTICULO 4. Son faltas muy graves:

- a) Utilizar, con conocimiento de causa, documentos falsificados, para cualquier gestión universitaria administrativa, académica o de cualquier otra índole.
- b) Plagiar, en todo o en parte, obras intelectuales de cualquier tipo.
- c) Presentar como propia una obra intelectual elaborada por otra u otras personas, para cumplir con los requisitos de cursos, trabajos finales de graduación o actividades académicas similares.

ARTICULO 5. Son faltas graves:

- c) Copiar de otro estudiante tareas, informes de laboratorio, trabajos de investigación o de cualquier otro tipo de actividad académica.

ARTICULO 9. Las faltas serán sancionadas según la magnitud del hecho con las siguientes medidas:

- a) Las faltas muy graves, con suspensión de su condición de estudiante regular no menor de seis meses calendario, hasta por seis años calendario.
- b) Las graves con suspensión de quince días lectivos a seis meses calendario

Según la Oficina Jurídica de la Universidad de Costa Rica, el **plagio** es un tipo de **fraude** considerado **muy grave**, por lo tanto para su sanción se debe aplicar el Artículo 4, inciso g) del Reglamento de Orden y Disciplina de los Estudiantes de la Universidad de Costa Rica y los procedimientos establecidos en los artículos del 11 al 20.

IX. REGLAMENTO DE REGIMEN ACADÉMICO ESTUDIANTIL

ARTÍCULO 22. Debe observarse el siguiente procedimiento, en relación con la calificación, entrega e impugnación de los resultados de cualquier prueba de evaluación, salvo disposición expresa en contrario:

- a) El profesor debe entregar a los alumnos las evaluaciones calificadas y todo documento o material sujeto a evaluación, a más tardar diez días **hábiles** después de haberse efectuado las evaluaciones y haber recibido los documentos.

ARTÍCULO 24. Cuando el estudiante se vea imposibilitado, por razones justificadas, para efectuar una evaluación en la fecha fijada, puede presentar una solicitud de reposición a más tardar en cinco días hábiles a partir del momento en que se reintegre normalmente a sus estudios. Esta solicitud debe presentarla ante el profesor que imparte el curso, adjuntando la documentación y las razones por las cuales no pudo efectuar la prueba, con el fin de que el profesor determine, en los tres días hábiles posteriores a la presentación de la solicitud, si procede una reposición. Si ésta procede, el profesor deberá fijar la fecha de reposición, la cual no podrá establecerse en un plazo menor de cinco días hábiles contados a partir del momento en que el estudiante se reintegre normalmente a sus estudios. Son justificaciones: la

muerte de un pariente hasta de segundo grado, la enfermedad del estudiante u otra situación de fuerza mayor o caso fortuito. En caso de rechazo, esta decisión podrá ser apelada ante la dirección de la unidad académica en los cinco días hábiles posteriores a la notificación del rechazo, según lo establecido en este Reglamento.

Universidad de Costa Rica
 Facultad de Letras
 Escuela de Lenguas Modernas
 LM-1351, Técnicas de Comunicación & Pronunciación I

Part I: Informative Speeches

<p>Week 1 March 13th- March 17th</p>	<p>Introduction to the course. Course outline & syllabus. <u>Pronunciation practice</u> Reading: <i>Public Speaking Skills (part I).</i></p>
<p>Week 2 March 20th- March 24th</p>	<p>Assign pairs for prepared informative speech. <u>Pronunciation practice</u> Reading: <i>Public Speaking Skills (part II).</i></p>
<p>Week 3 March 27th- March 31st</p>	<p>Hand in outlines for prepared speech. <u>Pronunciation practice</u> Reading: <i>Hey baby! Women speak out against street harassment.</i></p>
<p>Week 4 April 3rd- April 7th</p>	<p>Prepared Informative Speech</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p>
<p>Week 5 April 10th- April 14th</p>	<p>Easter Week</p>
<p>Week 6 April 17th- April 21st</p>	<p>Prepared Informative Speech</p> <p>10. _____</p> <p>11. _____</p> <p>12. _____</p> <p><u>Pronunciation practice</u></p>

Week 7 Semana U April 24th- April 28th	Feedback on prepared informative speech. Readings: <i>Tamir Rice and the Value of Life</i> <i>Ferguson unrest: From shooting to nationwide protests</i>
Week 8 May 1st- May 5th May 1st: Holiday	Hand in outlines for impromptu speech (two topics). Reading: <i>New Executive Actions to Reduce Gun Violence and Make Our Communities Safer</i>
Week 9 May 8th- May 12th	Exam I (impromptu informative speech) <u>Pronunciation practice</u>

Part II: Group Discussions

Week 10 May 15th- May 19th	Feedback on midterm exam. Group formation (one group leader + four team participants). Reading: <i>Participating in Group Discussions.</i>
Week 11 May 22nd- May 26th	Hand in outlines for impromptu group discussions (two topics). <u>Pronunciation practice</u>
Week 12 May 29th- June 2nd	<u>Pronunciation practice</u> Reading: <i>The lone seven-year-olds leaving home and country behind.</i>
Week 13 June 5th- June 9th	<u>Pronunciation practice</u> Reading: <i>Why are Eritreans leaving home?</i>
Week 14 June 12th- June 16th	Impromptu Group Discussions <u>Pronunciation practice</u>
Week 15 June 19th- June 23rd	Feedback on impromptu group discussions. Hand in outline for prepared group discussion. Readings: <i>Qatar government admits almost 1,000 fatalities among migrants.</i> <i>Death toll among Qatar's 2022 World Cup workers revealed.</i>
Week 16 June 26th- June 30th	<u>Pronunciation practice</u>

Week 17 July 3rd - July 7th	Exam II (Prepared Group Discussions).
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This schedule is tentative and subject to changes as deemed appropriate by the instructor.

★ **Exam I: Week 9 (during class time)**

Exam II: Week 17 (during class time)

Final Grades: Monday, July 10th, 2017

Ampliación & Suficiencia: Wednesday, July 19th, 2017