



**UNIVERSITY OF PUERTO RICO
ARECIBO
ENGLISH DEPARTMENT**

Syllabus INGL-3061

Title English for Students of Public Communication

Course Code INGL-3061

Contact Hours 3 hours per week / 3 credits

Requisites This course is offered to students who have received a passing grade in the English 3102, 3104, or 3112 courses.

Course Description

This course is designated for students of the Communications Department. It covers oral and written skills needed to produce and deliver effective speeches. A lab may be offered once a week.

Learning Objectives

At the end of the course the students will be able to perform satisfactorily in the following areas:

Listening/Speaking:

1. Develop comprehension and critical listening skills
2. Produce the sounds and basic stress patterns of the English language
3. Improve articulation, enunciation, and pronunciation
4. Keep a record of the notes taken during the speeches
5. Respond to discussions and/or speeches of other students on specific topics

Delivery/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
4. Analyze, interpret, and respond to audience verbal and non-verbal communication
5. Deliver informal and formal oral presentations
6. Deliver speeches with ease and self-confidence

Writing:

1. Create outlines for speeches
2. Write scripts of the speeches that will be delivered
3. Write a listening log of peers' lectures

Critical Thinking:

1. Use supporting materials and evidence
2. Understand and use appeals to logic, emotions, reliability and values effectively
3. Recognize and avoid logical fallacies in speech and in writing
4. Argue and engage opposing viewpoints

Research:

1. Acquire the necessary knowledge to investigate topics for the course speeches that will be delivered.

Course Outline and Time Distribution

1. Introduction to the course	1.0 hours
2. The Foundations of Public Speaking	1.0 hours
3. Audience Analysis	1.0 hours
4. Types of speeches	1.0 hours
5. Selecting and Researching a topic	1.0 hours
6. Use of Supporting Materials	1.0 hours
7. Outlining your speech	1.0 hours
8. Visual Aids	1.0 hours
9. Effective presentations	1.0 hours
10. First Speech	9.0 hours
• Speech of Introduction	
11. Second Speech	12.0 hours
• Ceremonial Speeches for Special Occasions	
○ Welcome,	
○ Introduction	
○ Nomination	
○ Recognition	
○ Acceptance	
○ Tribute	
▪ Toasts	
▪ Eulogies	
○ Commencement Address	
○ Commemorative Address	
○ Keynote Address	
○ Dedication	
○ Farewell	
○ To entertain (optional)	
12. Third speech	<u>15.0 hours</u>
• Informative or Persuasive Speech	
	Total 45.0 hours

Instructional Techniques

The following strategies can be used to teach the course:

1. Individual and group presentations
2. Collaborative activities
3. Individual responses
4. Individual writing
 - Paraphrasing
 - Summarizing
 - Interpreting local/national issues concerning the communication field
5. Other

Learning Resources and Minimum Required Installations and Facilities

The course content will be enriched by using library resources, the internet, audiovisual materials, and any other supplementary materials that are prepared by the professor. A textbook may be assigned for all the professors to use.

Evaluation Techniques

1. Speech 1- Introduction	15%
2. Speech 2- Ceremonial	20%
3. Speech 3- Informative or Persuasive	30%
4. Listening Log Project	10%
5. Partial chapter exams, quizzes and assignments	15%
6. *Attendance/participation	10%

*If not considered, 5% will be added to the listening log project and 5% will be added to the partial exams, quizzes and assignments criteria.

Note: Certification 111-2014-2015 of the Governing Board defines a face-to-face course as: "Course in which 75% or more of instruction hours require the physical presence of students and the professor in the classroom." The remaining 25% may be covered using different educational strategies, among which are: visits related to the course, field experiences, excursions, and online activities, among others. It is the responsibility of the professor to provide evidence of all the activities with attendance sheets and assessment of these activities.

Reasonable Accommodation

Students who are sheltered under Law 51 or receive vocational rehabilitation services that require reasonable accommodations must inform the professor at the beginning of the semester by bringing an official letter that is sent from the office that deals with the matters of persons with impediments at the university in order to offer the necessary accommodations in accordance to the specifications that are delineated in said document.

Academic Integrity

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 12-2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person's answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

Basic Grading Scale

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

Bibliography

- Adler, R., Elmhorst, J. (2002) Communicating at Work (7th ed.) New York McGraw-Hill
- Hahner, J.C., Sokoloff, M., & Saliech, S.L. (1993). Speaking Clearly Improving Voice and Diction (4th ed.) New York: McGraw-Hill
- Lucas, Stephen E., (2007) The Art of Public Speaking. (9th ed.) McGraw Hill
- Shwartzman, R (1996) Successful Public Speaking. CA: Wadsworth Publishing Co.
- Torres, L.M. (1998). Impedimentos visuales: Naturalezas y necesidades. San Juan: Editorial Isla Negra.
- Torres, L.M. (1999). Movilidad: Necesidad básica de personas con impedimentos. San Juan: Editorial Isla Negra.
- Verderber. Sellnow. Verderber. (2013). SPEAK. Cengage.

Revised by P. Morales, January 2016 in accordance with Cert. 112-2014-2015.

NOTE: The syllabus must be followed by all professors. Changes to the syllabus must be consulted with the Course Coordinator and Director of the Department.