

The University of Puerto Rico  
College of Humanities  
English Department  
Rio Piedras Campus

Syllabus  
INGL 3061 Oral and Written Skills for Public Communication  
Fall 2003

Professor Mirerza González

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Class Meeting: Sec. 01 MW 4 - 5:20 pm  
LPM 311

Sec. 02 TTH 2:30-3:50 pm LPM 308

Office Hours: T-TH 1:00-2:20 pm

Phone: Office-787-764-0000 ext. 3881, 2553

**I. General Objectives of the Course**

The overall objectives of INGL 3061 are for public communication students, to understand and apply the principles necessary for good oral and written communication. INGL 3061 is designed to build a foundation for students to continue the study and practice of English in areas related to Public Communication, and in all endeavors.

Specifically, this course will stress:

1. The understanding of key principles of oral and written communication.
2. The application and adaptation of the fundamentals of oral communication to typical speech situations. This requires speaking before an audience in informal and formal situations in which goals are both to inform and persuade.
3. The application and adaptation of the fundamentals of written communication to professional situations. This requires the development of skills to master English writing in situations in which goals are both to inform and persuade.
4. The development of the ability to listen deliberately and critically.
5. The understanding of the ethical responsibilities of oral and written communication.

**II. The Student's Responsibilities in this course are:**

1. To attend regularly and to develop critical and active listening skills when not speaking.

2. To prepare assignments, and speak when scheduled.
3. To participate in class discussions, to offer constructive criticism of your classmates as speakers; to complete all written assignments.
4. To confer with your instructor about your progress and problems, if any, in this course.
5. To prepare supplementary assignments and reports as required.
6. All written assignments are to be computer-generated unless specifically exempted by the instructor.

### **III. Standard Areas of Assignments:**

All sections of INGL 3061 will cover the areas as listed below:

1. A written mid-semester examination (100 pts.)
2. A written final examination (Dec. 3 & 4) (100 pts.)
3. Assigned readings and home work (50 pts.)
5. Five pages essay (100 pts.)
6. Group Discussion
7. Inter-Class Exchange of Interpersonal Communication

### **IV. Grading Scale:**

400-354 pts.	A
353-318 pts.	B
317-280 pts.	C
279-240 pts.	D
Below 239 pts.	F

Students with special needs will be graded accordingly.

### **V. Class Attendance: (50 pts.)**

1. As this is a course in which both oral and writing knowledge and abilities are being developed, attendance at class is mandatory. Violation of this policy will seriously affect the student's academic standing in the course.
2. The student must complete class requirements (exams, home work, readings) the day it is scheduled to OR make prior arrangements with the instructor OR receive the

letter grade of F unless the absence is officially excused. Whenever possible, notify your instructor of any absences in advance. Messages for your instructor may be left at the instructor's voice or email.

## ***VI. Students Rights & Responsibilities***

### **A. Grievances**

Students with a grievance against another student in this class or students with a conflict with the instructor are referred to the grievance procedures outlined in the UPR-Rio Piedras Campus Student Handbook. It says, in part, "in academic matters such as a grade complaint, the student should first speak with his or her professor. The normal hierarchy then leads to the department chairperson, dean of the college, and provost.

### **B. Cheating & Plagiarism**

Students are reminded that cheating and plagiarism will not be tolerated. Even one incident of cheating or plagiarism is grounds for failing the course or more serious action by the university. Please study carefully the University policies on cheating and plagiarism that are detailed in the Student Handbook.

C. Special accommodations (Law 51): For those students who are registered with the Rehabilitation Services Administration or students who are in need of special accommodations, please let me know on the first day of class. Possible arrangements dealing with assistive technology or equipment you may need should be coordinated through the Disability Services Office (OAPI) of the UPR-RRP, Dean of Students Affairs.

Below, you will find the class schedule and assignment due dates. This is SUPER important. Do NOT lose this syllabus!

Class SCHEDULE (subject to changes)

<b><i>Date of Class</i></b>	<b><i>Class Topic</i></b>	<b><i>Assignment Due</i></b>	<b><i>Preparation</i></b>
<b>Week #1</b>	Introductions, course description Conversation, Public Speaking and Critical Thinking good/bad speeches		
<b>Week #2</b>	Listening and Speech Preparation Topic Audiences Materials	Self-introduction speeches (not graded but required)	Read Chapters 3-7 Complete Exercise 2
<b>Week #3</b>	Organizing and Outlining your Speech		Read Chapters 8-10 Complete Question #3
<b>Week #4</b>	Types of Speeches Informative Persuasive Styles of Public Speaking	Class oral presentations	Read Chapters 14- 15
<b>Week #5</b>	Mid Term  Speaking on Special Occasions	Have topic for informative speech Informative speech OUTLINE	Review notes and class discussions Chapters 3-15
<b>Week #6</b>	Handouts and visual aids; about academic presentations; presenting other people's work	<b>Informative speech</b>	practice speech

<b>Week #7</b>	about persuasive speeches	<b>Informative speech</b>	
<b>Week #9</b>	about persuasive speeches		practice speech
<b>Week #10</b>	supporting your ideas organizing arguments		have topic for persuasive speech
<b>Week #11</b>		<b>Persuasive speech</b>	practice speech
<b>Week #12</b>	HOLIDAY	NO CLASS	NO CLASS
<b>Week #13</b>	dealing with audience questions		Read Chapters 6, 7, 8; have topic for persuasive speech
<b>Week #14</b>		<b>Persuasive speech</b>	practice speech
<b>THU July 24</b>			
<b>FRI July 25</b>	HOLIDAY	NO CLASS	NO CLASS
<b>MON July 28</b>	HOLIDAY	NO CLASS	NO CLASS
<b>TUE July 29</b>	Ethics of Public Communication		
<b>WED July 30</b>	NO CLASS	DUE TO MEDICAL APPOINTMENT	Study for Final
<b>THU July 31</b>	FINAL TEST / Grade Reports	Chapters	Complete class evaluation form