

University of Puerto Rico
Rio Piedras Campus
College of Humanities
English Department
Undergraduate Program

SYLLABUS

INGL 3062 Oral and Written Skills for Public Communication

Professor Mirerza González

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by appointment

Phone#: Office-787-764-0000 ext. 3811, 2553

Class Meetings: SEC. 001 MW 4 - 5:20

pm LPM 311

SEC. 002 TTH 2:30-3:50pm LPM 308

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

I. Course Description:

This course teaches students to speak and write clearly and effectively by using an oral and written communication approach.

II. Course Objectives:

The overall objectives of INGL 3062 are for public communication students to understand and apply the principles necessary for good oral and written communication. INGL 3062 is designed to build a strong speech 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 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.
4. The development of the ability to listen deliberately and critically.
5. The understanding of the ethical responsibilities of oral communication.

III. *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.

IV. *Specific Behavioral Objectives Involved in This Course*

In order to accomplish the general objectives stated above, the student is expected to develop competence in selecting a subject, audience and occasion analysis, formation of the specific purpose, selection, analysis, organization, and development of research materials, delivery skills, critical and evaluative listening skills, develop an individual style of speaking that is clear, vivid, accurate, and grammatically correct, and develop an awareness of ethical standards incumbent upon the speaker.

V. *Teaching Strategies:*

Lecture 50% Student presentations 50%

VI. *Standard Areas of Assignments:*

All sections of INGL 3062 will cover the areas as listed below:

1. A written mid-semester examination (100 pts.).
2. A written final examination (May 11 & 13 = 100 pts.)
3. Three speeches (90 pts.)
4. Group Project (10 pts.)
6. Class Attendance (50 pts.)
7. Assigned readings and home work

GRADE SCALE:	350-314 pts.	A
	313-280 pts.	B
	279-245 pts.	C
	244-210 pts.	D
	210 and below	F

STUDENTS WITH SPECIAL NEEDS WILL BE GRADED ACCORDINGLY.

VII. 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.

VIII. Students Rights & Responsibilities

A. 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.

B. 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.

C. 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.

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

Class schedule

Date	Class Work	Homework
Week One Jan. 21 Jan. 20-22	Introduction to the class Syllabus Class materials Topic One: What is Human Communication?	Introduce yourself to the class. "I think English is _____" Speech #1 30pts.
Week Two Jan. 26-28 Jan. 27-29	Topic Two: Principles of Communication Signs, Meanings, Process and Transactions	
Week Three Feb. 2-4 Feb. 3-5	Topic Three: Perception	
Week Four Feb. 9-11 Feb. 10-12	Topic Four : Listening	Homework: sec.001 Listening Exc.
Week Five Feb. 16-18 Feb. 17-19	Sec.001 Feb.16 Holiday NO CLASS Topic Five: Verbal and Non-Verbal Messages	Homework: Bring to class your resumé
Week Six Feb. 23-25 Feb. 24-26	Topic Six: Interviewing Exercise of Interviewer and Interviewee	
Week Seven March 1-3 March 2-4	Midterm Movie: The American President <u>NOTE: Sec002 , Movie will be on the 2nd., mid will be on the 4th.</u>	GOOD LUCK 100pts.
Week Eight March 8-10 March 9-11	Topic Seven: Preliminaries to Public Communication	

<p>Week Nine March 15-17 March 16-18</p>	<p>Topic Eight: Principles of Public Communication Informative vs. Persuasive Speeches Video: Clinton and King</p>	
<p>Week Ten March 22-24 March 23-25</p>	<p>Sec.001 March 22 Holiday NO CLASS Topic Nine: Preparing and Presenting the Public Speech Video: How to...</p>	
<p>Week Eleven March 29-31 Mar.30-Apr. 1st</p>	<p>Presentations: INFORMATIVE SPEECH</p>	<p>Speech #2 30pts.</p>
<p>Week Twelve</p>	<p>April 5-10 NO CLASSES HOLY WEEK RECESS</p>	
<p>Week Thirteen April 12-14 April 13-15</p>	<p>Presentations: PERSUASIVE SPEECH</p>	<p>Speech #3 30pts.</p>
<p>Week Fourteen April 19-21 April 20-22</p>	<p>Sec.001 April 19 Holiday NO CLASS TIME TO COMPLETE SPEECHES MOVIE: Workplace</p>	
<p>Week Fifteen April 26-28 April 27-29</p>	<p>Topic Ten: Public Speaking and Group Work What is a Group? How to understand Small Groups, Skills and Tools</p>	

Week Sixteen May 3-5 May 4-6	Exercise: Should we vote on Nov.Elections? Yes / No Impromptu Speech-Group Speech Round Table	10 pts.
Week Seventeen May 10-12 May 11-13	Summary and Review of Class Materials Final Exam	100pts.

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- Sullivan, Tony. *Grammar*. (1979). Cambridge: The National Extension College.
- Stepp-Session, Carl. (1992). *Writing as Craft and Magic*. Lincolnwood, Ill.: NTC/Contemporary Publishing Group.
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