Communication 7 Spring 2015

ESOL 254: Course #23030
March 31 – June 9

Holidays: Tuesday April 28 (Inservice), Monday May 25
Final Exam: 11-12:50 Tuesday June 9
Payment due; Last day to drop a class: April 4
Last day to withdraw from a class: May 23
Last day to change between letter grade and P/NP: May 23

all dates from http://www.pcc.edu/enroll/registration/academic-calendar.html

Instructor: Davina Ramirez
E-mail: davina.ramirez@pcc.edu
Class website: http://spot.pcc.edu/~dramirez
Office Hours: 3:40 - 4:30 Monday – Thursday;
by appointment, mornings and Fridays, in CT 219, Desk 8
Class time: T & Th 11 – 12:50; F 11-11:50 in CT 221

For this class, you will need:
Text: Quest 3 with CDs and online access to listenings
Materials: Notebook paper: bring every day
3-ring binder to organize class notes, homework, and assignments
Regular use of a computer for listening and recording

Learning Outcomes
This is an upper-intermediate speaking and pronunciation class designed to develop speaking, pronunciation, and listening skills. We will study:

Pronunciation:
Word endings and tricky sounds
Word and sentence stress
The International Phonetic Alphabet (IPA)
Idioms and phrasal verbs

Public speaking: Grade includes preparation and delivery
Small-group presentations – one or two
Impromptu speeches – two
Prepared speeches – two
Group presentation - one

Listening:
Note-taking
Transcribing words
Understanding classmate’s presentations

We will have regular pronunciation/speaking homework, weekly quizzes, and weekly note-taking practice. You will each give 2 or 3 talks in small groups and 4 speeches to the entire class (one of these is a group project).
What is the value of a Communication course?
As you go on in your education, you will take courses that require public speaking and presentations. In other courses, your grade will depend on understanding lectures and accurate note-taking. In your career, you will work with native speakers who give you important information speaking quickly and unclearly. You will have chances to speak publicly that may affect your career and your chances for promotion. Many people believe that they are more respected and accepted by their co-workers and neighbors if their English is easy to understand, and they are probably right. For all these reasons and more, this class can benefit you in school ... at work ... and at home!

Class Organization
Every week will follow a similar pattern.

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Pronunciation drills</td>
<td>Listening practice:</td>
<td>Speeches and presentations</td>
</tr>
<tr>
<td>Conversations, group discussions, prepare for</td>
<td>lectures and note-taking</td>
<td>Quiz</td>
</tr>
<tr>
<td>listening</td>
<td>Speeches and presentations</td>
<td></td>
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<tr>
<td>Written HW usually due</td>
<td>Speaking HW usually due</td>
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Of course, this will be adjusted week by week as we work on different projects. There will be homework assigned about four nights a week. Some will be written homework, to be turned in and graded. Some will be speaking homework, which we will do using the Wimba system or with a tutor. Every weekend you will have a longer assignment to prepare for Monday. Remember that improvement in listening and pronunciation is a slow process – try to practice a little bit every day.

You can get extra credit for taking part in the conversation partner program and service learning projects. I’ll tell you more about this as the term goes on.

Your Grade
Your grade depends on three factors:

- **Homework** – written (including speech outlines) and spoken
- **Quizzes and tests** – a quiz each week and a final exam
- **Speeches and presentations**

Each of the 3 factors is worth about 1/3 of your total grade.

I strongly recommend you save ALL QUizzes and HOMEWORK assignments to study and review – use the binder!

We will take about 9 quizzes. There are NO make-up quizzes. If you miss one quiz, it will not affect your grade significantly. If you miss several quizzes, it will probably lower your grade.

**You must pass the final exam to pass the class.**
**Anyone who fails the final exam will fail the class.**
Attendance and Late Homework

Attendance. Coming to class every day, being on time, and having homework completed is a strict requirement. If you have more than 3 absences (about 10% of the class), your grade will be lowered by a full letter. You may not pass the class. This is not negotiable.

However, it's very important that you STAY HOME if you are sick. It will not affect your grade, if you make up missing homework. Please send me an email to let me know why each time you miss a class!

Late policy. Three tardies (late more than five minutes or so) count as one absence.

Cell phones: Silence cell phones before class begins! Please, no cell phone conversations inside the classroom. No texting during class. If your phone rings during class, it disturbs everyone.

Late Homework: Even if you are absent, you must find out what happened in class and complete all homework. I will accept late homework only in case of illness. You must email me to let me know when you are sick.

In order to pass this class and go on to the next level, you must receive a grade of "C" (75%) or better. “D” is a passing grade, but you will have to repeat the course.

Academic Honesty

Please study with your classmates, and please work with tutors and classmates to help improve your pronunciation and your speeches. However, on a quiz or a written homework, all work you turn in must be your own. Copying the writing or work of another person is not acceptable. Do NOT look at your classmate’s papers during a quiz. You will receive an “F” on that quiz, no matter what your reason is. Do NOT turn in homework that is the same as a classmate’s. You will both receive a “0” on the assignment. The ESOL department and PCC are very strict about this!

Special Needs

If you have any special needs, you can discuss them with me at any time. This includes any problem with your health, work, family, or transportation. We can work together to make sure these do not affect your ability to do well in the class. Disability Services is an office that helps students and teachers create learning plans so that special needs don't affect your grades. You can call this office at 971-722-4341. Their website is http://www.pcc.edu/resources/disability and their office is at ST 229.

If you feel homesick, worried, or have any personal problems, there is free counseling here at PCC. You may meet with a professional counselor who can help in many ways. Their number is 971-722-4531 and their webpage is http://www.pcc.edu/counseling. Counseling is in the same office as Testing and Advising, in CC 216.

I will be happy to help you call or visit either of these offices, and both are 100% private.
Study Groups
Call a classmate to find out what work you have missed if you are absent. Get together to practice speaking homework. Study for quizzes together. A study group can make a big difference in your grade! Write the phone numbers and emails of three classmates here:

Good luck and enjoy your class!