

Communication 7 Winter 2020

CRN 10907

Final Exam: Class time, Tuesday March 17

Payment due; Last day to drop a class: Sat. Jan. 11

Last day to withdraw from a class: Sat. Feb. 29

Last day to change between letter grade and P/NP: Sat. Feb. 29

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

Instructor: Davina Ramirez
E-mail & Phone: davina.ramirez@pcc.edu, 971-722-4830
Class website: <http://spot.pcc.edu/~dramirez>
Office: CT 219 Desk 12
Office hours: 1:30-2:30- M & W; 12 – 2 T & Th
Also by appointment in CT 219, Desk 12

For this class, you will need:

Text: *Communication with Hamilton*, by Ramirez – print or online
Materials: Notebook paper: bring **every day**
3-ring binder to organize class notes, homework, and assignments
Internet access for listening and note-taking homework

Learning Outcomes

This is an high-level academic English class focused on pronunciation, speaking and listening skills.

Pronunciation:

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

Public speaking: Grade includes preparation and delivery

- Small-group presentations
- Impromptu speeches
- Prepared speeches
- Group presentation

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 3 speeches or presentations 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

These are the activities we will do in this class.

Pronunciation Practice:	Listening Practice:	Public Speaking Practice:
Pronunciation drills Conversations, group discussions One-on-one pronunciation tests with me or a tutor – sign up online	Listen to lectures both online and in class; take notes Listen to classmate's speeches and presentations Listen to sentences and words to build awareness	Learn the parts of a speech, presentation and lecture Practice outlining and organizing your own public speaking Incorporate research into your speaking Deliver talks several times before delivering them to an audience

There will be about 6 quizzes. Each one will include all the above skills.

Of course, this will be adjusted week by week as we work on different projects. There will be homework assigned for every night. Some will be written homework, to be turned in and graded. Some will be speaking homework, which you will do either with me in my office or with a tutor. Every weekend you will have a longer assignment to prepare for Monday.

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!

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 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 2 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: No social media during class! No music during class! No texting during class!

Your device use can distract others and hurt their learning.

If you choose to use your phone for entertainment or communication during class,
step outside the classroom to do so.

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!

Take Care of Yourself

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 email this office **disability.services@pcc.edu**.

Their website is **<https://www.pcc.edu/disability-services>**.

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 **971-722-8153**. Counseling is near the cafeteria, in CC 210.

Their website is **<http://www.pcc.edu/counseling>**.

I will be happy to help you call or visit either of these offices, and *both are 100% private.*

PCC is a sanctuary college. That means we support every student, documented or not. We do not allow ICE on our campus (unless they have a warrant). For more information and resources, see www.pcc.edu/resources/undocumented-students/.

Title IX/Non-Discrimination statement:

PCC and the ESOL department believe in a learning and working environment based on communication and respect. If you do not feel respected – on campus or off – please share it with us so we can help. If anyone makes you feel uncomfortable with sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability, please talk to me or contact the Office of Equity and Inclusion at [\(971\) 722-5840](tel:9717225840) or equity.inclusion@pcc.edu.

Tutoring

You can get free tutoring for all your ESOL classes from the ESOL Tutoring Center in CT 208. The tutors who work there are ESOL instructors. The Student Learning Center (SLC) in the library has conversation partners and conversation groups. if you want extra speaking practice.

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! Meet some classmates now. Get their contact info and write their names **here**: