**Lehigh University**

**Fall 2015**

**ESLP003**

**CLEAR SPEECH AND ACADEMIC SPEAKING**

**Meeting Time: Tue/ Thu 4:10 – 6:00 pm**

**Meeting Place: DR019**

**Instructor: Rita DiFiore**

**Office Phone: 610-758-6680, 6099(ESL)**

**Email:** [**rid210@lehigh.edu**](mailto:rid210@lehigh.edu)

**Office: Coxe 101**

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**Required Materials:**

# 1. Speech Communication Made Simple, Second Edition

## [Paulette Dale, James C. Wolf](http://www.abebooks.com/servlet/SearchResults?an=Paulette+Dale%2C+James+C.+Wolf&cm_sp=det-_-bdp-_-author)

Published by Pearson ESL, 2000

ISBN 10: [0130207977](http://www.abebooks.com/products/isbn/9780130207975?cm_sp=bdp-_-9780130207975-_-isbn10) / ISBN 13: [9780130207975](http://www.abebooks.com/products/isbn/9780130207975?cm_sp=bdp-_-9780130207975-_-isbn13) also available on-line (Link will be posted on Course Site.)

http://www.abebooks.com/Speech-Communication-Made-Simple-Second-Edition/15142201338/bd

2. A Flash Drive with at least 2+ GB of space

3. Access to a camera with video capability

4. 3-ring binder for portfolio

**Course Description:**

This course for international graduate students focuses on conversational English, colloquial language and idioms, academic speaking, and listening skills as they pertain to the types of communication that are required for academic discussions and general conversations inside and outside of the classroom. The class includes daily instruction in the rules of speaking with an American accent and some practice in sociolinguistic skills and presentation skills for academic settings.

**Course Objectives:**

* Improve overall speaking fluency through new vocabulary, various in-class activities, and assignments and projects that require authentic conversations with native speakers
* Prepare students for the types of speaking and listening that will be expected of them in an American university setting, including both formal and informal registers
* Improve clarity of speech through accent reduction, learning correct rhythm, pausing, and intonation
* Self-monitor oral production and use meta-cognitive strategies to help students become aware and reflect upon their own progress
* Increase students’ confidence in their own abilities through feedback from instructor and peers thus allowing them to feel more comfortable using the English language in any situation

**Course Assignments**

1. Diagnostic Presentation: How did I learn English? – Goal setting
2. Lehigh Services – Team project: Interview and presentation
3. Discussion Circle – Listening activity followed by group discussion
4. Data Presentation – Strategies to deliver information
5. News Report – Summary and discussion
6. Idiom Presentation – Interview and presentation
7. Storytelling
8. Academic Presentation
9. Final Self Evaluation
10. Portfolio

The above 10 assignments will be graded as Complete-incomplete. Students will receive 10 % of their grade for each of the 10 assignments. If the assignment is late with an excusable reason, students will be permitted to submit/present on a different date. However, for each missed deadline, instructor reserves the right to reduce percentage awarded. If the quality of an assignment is deemed as unsatisfactory, student may choose to repeat assignment or receive 0%.

**Student Responsibilities**

**Attendance, Tardiness, Participation and Homework:**

You are expected to be in class, on time, and prepared to actively participate in class activities every day that class meets.

If you miss more than 4 classes, the instructor reserves the right to fail you or remove you from the course.

If you are unprepared for class, the instructor reserves the right to mark you absent.

If you know you will be absent, it is considered common courtesy to inform the instructor prior to missing class and make arrangements to make up missed work.

***In the case of any absence, you are responsible for finding out what you missed from Course Site or your selected study-partner.***

**Use of Cell Phones and Other Electronic Devices in Class:**

Cell phones or personal computers will be used during class time for specific purposes (video and/or audio recording, brief research, electronic dictionary). However, please remember to put your cell phones on vibrate in order to avoid disturbing the class.

**Lehigh Policies**

**Academic Integrity:**

Plagiarism is defined as using someone else’s ideas, phrases or words and using them as your own without giving credit to the original source. It is **theft** of another person’s words or intellectual property. Plagiarism is a **very serious academic offense** that carries severe penalties for student offenders. You must always acknowledge your sources even if you only paraphrase from them; changing words around from the original is not original work and thus needs to be cited. The following is the statement on plagiarism used by the Lehigh Student Judicial System:

*Plagiarism is the unacknowledged appropriation of another’s words, or ideas in any essays, outlines, papers, reports or computer programs. Specifically, (1) students who use the exact words of another must enclose those words in quotation marks or show through indentation or type style that the material is quoted and indicate the source either within the text of their work or with a footnote; (2) students who take ideas from another person or written work, but who either paraphrase those ideas in their own words or else make a few mechanical alterations (rearrange sentences, find synonyms, alter prepositions, punctuation, conjunctions and the like) must also indicate the source, either within the text of their work or in a series of footnotes clearly indicating the extent of the material paraphrases; (3) students may not turn in as their own work any materials written for them by another person or any commercially prepared materials, such as computer programs and term papers, purchased on or off campus.*

**Accommodations for Students with Disabilities:**

If you have a disability for which you are or may be requesting accommodations, please contact both your instructor and the Office of Academic Support Services, University Center 212 (610-758-4152) as early as possible in the semester. You must have documentation from the Academic Support Services office before accommodations can be granted.

**Recycling:**

Please help us keep Lehigh University clean and green. For your convenience, recycling containers are located in all classrooms and outside of the buildings.

**Counseling Services:**

UCPS are committed to providing assistance to all registered Lehigh students interested in personal, social, and academic growth and discovery, as well as to the larger campus community through consultation, academic teaching, research, peak performance training, and various other types of involvement. UCPS is located at 36 University Drive Johnson Hall, 4th Floor Phone: (610) 758-3880