

**ESL-75**



**Intermediate  
Oral  
Communication  
Skills**

**Welcome to**

**ESL-075-5355 (Credit) and ESL-075-5315 (Non-credit)**

**Intermediate Oral Communication Skills**

**Fall, 2022, 2 units**

**Online via Canvas**

**Instructor: Sandra Gardiner**

**There is no meeting for this online class, but there are two student hours in case you have questions or would like to meet and practice, and I would love to meet with you!**

Instructor's Email: [sgardiner@dvc.edu](mailto:sgardiner@dvc.edu)  
(or message me through Canvas Inbox)  
Usual response time: 48 hours



Contact me whenever you would like to ask questions or discuss your success in this course. If you cannot make it to the student hours on Zoom, use the Canvas Inbox or your personal discussion board or email me. We can also arrange a Zoom meeting that works for both of us. Please let me know right away if you require special accommodations.

Come to student hours if you can! They are for meeting with you as you need, and I will not be doing other work at that time.



**Student Hours with Professor Gardiner**  
(Zoom links are also on our Home page)

- **Thursdays, 6:30 PM to 8:00 PM** (on campus in **L-150** and on Zoom)
- **Saturdays, 9 AM to 10:30 AM** (on Zoom only)
- **As needed by appointment**

There is no prerequisite for this course, but it is recommended that you have passed ESL-067 or the equivalent.

**There is no required textbook for this class.**

### **Course Description**

This intermediate ESL course is designed for non-native speakers of English at the intermediate level. The course offers strategies for both understanding and being understood in real-life situations. Students will explore a range of topics through a variety of activities. Students may wish to take ESL-075 with the ESL reading and writing course (ESL-077) at the same level.

**Objectives/Student Learning Outcomes:** By the end of this course, you should be able to...

- Recognize and restate both orally and in writing key ideas in conversations, short lectures and oral presentations.
- Increase fluency, enunciation and confidence in oral communication.
- Demonstrate proficiency in short oral presentations.
- Use a variety of questioning strategies to work towards shared understanding of conversation.
- Use conversation strategies and knowledge of a conversational norms to discuss a range of topics whether in pairs or groups.
- Recognize and apply common grammatical structures and vocabulary used in everyday English.
- Identify and incorporate common words to express agreement and disagreement in variety of conversational situations.
- Identify and understand the differences between informal English and formal English.
- Use appropriate vocabulary to engage in transactions common to everyday life.
- Increase self-awareness of both pronunciation patterns and errors.
- Identify and incorporate common idioms, phrasal verbs in a variety of conversational situations.
- Identify words as they are expressed orally in a quick and/or condensed format.



You will have the option to submit your spoken assignments on Canvas or to present them to me on Zoom. All of our material will be posted on Canvas. Chrome is the preferred browser for Canvas. However, it is nice to have multiple browsers installed because if something doesn't work in one browser, it may work in the other.

**There are no meeting times for this class, but there are student hours.** You can expect about six hours of work per week in this course. Due dates are twice a week, usually on Mondays and Fridays, and are posted on Canvas. You need a computer or laptop to access Canvas, which means you need stable Internet access. You should be able to upload Word document files. Access to a camera for video on your computer would be best for Zoom meetings, but audio access is fine. Canvas has a student app that can provide a convenient way to check in on coursework. (Please note that a laptop/desktop is preferred and not all content may be accessible via the app.)

This semester, we will be focusing on US and California history. You won't be graded on knowing the history facts, but it will be a fun way to learn as you improve your skills. My main goal in this class is to make sure you feel comfortable asking questions and expressing yourself. This should be a fun class!

Did you know DVC has a [technology loan program](#)? If you're worried about technology, don't worry. DVC has got you covered.

[Canvas App on Google Play](#)

[Canvas App on App Store](#)

Here are links to popular browsers:

[Get Chrome](#)

[Get Firefox](#)

[Get Safari](#)





Late homework, up to one week late, will receive half credit.

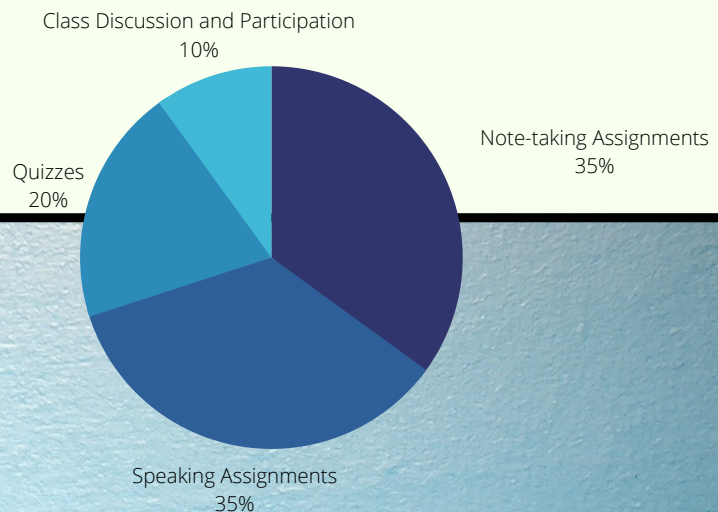
Your final grade is based upon a percentage of the total possible points for the course, as follows:

90–100% = A	80–89% = B	70–79% = C	(A, B, and C are passing grades.)
60–69% = D	less than 60% = F		(D and F are not passing grades.)

You can and should regularly check your grade on Canvas--both the scores and my feedback. Please see the Canvas Student Guide [How do I view my grades in a current course?](#)

### Course Requirements and Evaluation

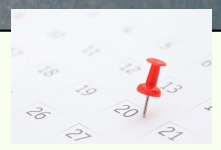
Note-taking Assignments (6)	35%
Speaking Assignments (6)	35%
4 Quizzes	20%
Class Discussions and Participation	10%



Students in the credit course may choose to take this course for a letter grade or for Pass/No Pass. If you choose Pass/No Pass, a letter grade will not appear on your transcript. Instead, you will see P or NP. If you choose P/NP, you must have at least 70% of the total points for the class in order to pass. To choose P/NP grading, complete a Pass/No Pass Option Petition online by Friday, December 2. If you do not submit this form, you will receive a letter grade unless you are already enrolled in non-credit.

To drop the class, you need to do so on Insite by Tuesday, August 30, if you want a refund. Monday, September 5 is the last day to drop this class without a “W” (withdraw) on your transcript. However, you will not get a refund if it is after August 30. If you stop attending the class without dropping, you may receive an “F” in the course. Monday, November 14 is the last day to withdraw from this course. If you withdraw between Monday, September 5, and Monday, November 14, you will receive a “W” (withdraw) on your transcript. There is no automatic withdrawal process. Failure to follow the proper withdrawal procedures can result in a grade of “F.” It is your responsibility to drop the class since I do not know how this may affect some students’ financial aid and student status. Instructors may drop students who do not log in to their Canvas course and/or complete indicated activities by the fourth day of classes. Distance Education instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks.

### Important Dates



Tuesday, August 30: Last day to drop with a refund

Monday, September 5: Last day to add this class

Monday, September 5: Last day to drop this class with no record on transcript

Monday, November 14: Last day to withdraw from class (with a “W” — “Withdraw”)

Friday, December 2: Last day to request Pass/No Pass.

### Course Expectations & Etiquette

- 1) You are responsible for turning in homework and completing assignments on time.
- 2) You are responsible for consistently checking the Canvas course page, your email, notifications, and announcements to make sure you complete assignments and quizzes on time.
- 3) This course requires classroom activities as well as homework. You can expect at least six hours of homework per week.
- 4) Respect other students’ personalities, feelings, and cultures.
- 5) Participate actively on class discussion boards.
- 6) Maintain academic honesty in all of your assignments.
- 7) Communicate with your instructor if you have any problems or concerns.
- 8) Read this entire syllabus. Keep this syllabus and re-read it often. You are responsible for the information contained in it.



*Sometimes college classes address controversial topics. We do not have to agree all the time, but we do have to respect each other so everyone feels comfortable in this class. Feel free to disagree, but please do so politely. Of course, feel free to agree as well!*

*We are going to have a great class; however, if there are disruptions to our classroom culture, anyone who is not being respectful may have to meet with me and/or the Dean of Students. Disorderly conduct or any type of harassment is grounds for removal from class. To learn more, please read DVC’s Students’ Rights and Responsibilities.*



### Due Dates and Late Work

Homework is usually due twice a week, on Mondays and Fridays. You have the option of either 1) submitting your spoken assignments as recordings on Canvas by 11:59 PM on the due date OR 2) presenting your assignments with me on Zoom by the due date. Late homework, up to one week late, will receive half credit.

### Quizzes and Homework

There will be six note-taking assignments, six speaking assignments, and four quizzes. Your participation grade will come from other activities and discussion boards. No quiz scores will be dropped, so you must make up any quiz you miss or receive a “0” grade for any missed quiz. There will be no final exam.

## Participation

Reading my feedback and feedback from your fellow classmates will greatly increase your chances of completing assignments successfully. Of course, you are expected to read the material assigned for each module and to do each assignment.

## Tutoring

Free tutoring with trained DVC tutors is available online and in person. Two great places to go for tutoring are the [Academic Support Center](#) (where I also hold my Thursday office hour) and the [ACL Student Center](#). Tutors do not do your homework for you, but they do help you improve study skills and prepare for quizzes. They also help you develop and organize your content. Many good students can benefit from tutoring. You also have ten hours of free tutoring available to you this semester through [NetTutor](#).

## Academic Honesty

All work for this class must demonstrate an effort to construct original sentences and ideas in your own words. You may not have someone else write your work for you or speak for you, nor may you let someone else correct your grammar for you. You also may not translate your work electronically from another language into English. It is never acceptable to use information, words, phrases, facts, or ideas from published writing, from the Internet, or from another student, and present them as your own — this copying is called plagiarism. You will receive no grade (zero) for a plagiarized assignment with no chance to re-do the assignment, and you will be reported immediately to the school, which will go on your permanent record. You will receive no grade (zero) on a quiz if you give or receive help from another student during the quiz or if you use any books or other materials that are not permitted during the test.

## DVC's Academic Integrity Policy

“Academic dishonesty is defined as: an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the DVC Student Code of Conduct and will not be tolerated. Academic dishonesty diminishes the quality of scholarship at Diablo Valley College and hurts the majority of students who conduct themselves honestly. Acts of academic dishonesty include (but are not limited to:



### --Plagiarism

Representing someone else's words, ideas, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own”



### Disabilities Support Services (DSS)

Students who require extended time for tests or captions of live lectures due to a specific disability may request these services through DVC's Disability Support Services (DSS). This also applies to alternative formats for course materials, adaptive equipment, and other support or accommodations. For more detailed information, visit Disability Support Services through the DVC Support Hub on our Canvas or call 925-969-2182. Please let me know if I can help you access support services through DSS.

### Online Student Support

Review the student links on the Online Education portion of DVC's website, where you will find Canvas tutorials, links to online student services, information about the Student Technology Help Desk, and more.

The following is our calendar for our course during the Fall, 2022 semester. The dates are tentative and are subject to change. Homework and class work are due on the due dates listed on Canvas at 11:59 PM.

## Units, Dates, and Topics

Unit 1, August 19 to August 25		
Introduction to the course and each other	Questionnaire	Articles
Questions about the course and the syllabus		Main ideas
Unit 2, August 27 to September 1		
Formal vs. informal speech	Pronouns	Idioms
Describing the "who" in a story or conversation		Note-taking #1
Unit 3, September 2 to September 8		
Noun suffixes	Speaking Assignment #1	Phrasal verbs
Note-taking #2		Beginning the perfect introduction
Unit 4, September 9 to September 15		
Verbs suffixes	Word stress, part 1	Vocabulary
Speaking Assignment #2		Schwa
Unit 5, September 16 to September 22		
Idioms	Quiz #1	Word stress, part 2
Adjective suffixes		"r" part 1
Unit 6, September 23 to September 29		
Phrasal verbs	Word stress, part 3	Rose "o"
Note-taking #3		Adverb suffixes

Vocabulary Speaking Assignment #3	Unit 7, September 30 to October 6 "r" part 2	Word order: SVO sentence stress
Idioms Simple present tense, positive sentences (and contractions)	Unit 8, October 7 to October 13 Silver "i"	Note-taking #4 "r" part 3
Phrasal verbs Simple present tense, negatives sentences (and contractions)	Unit 9, October 14 to October 20 Black "a"	Speaking Assignment #4 "th"
Vocabulary Simple present tense, questions (and contractions)	Unit 10, October 21 to October 27 Quiz #2	mustard "u" Note-taking #5
Idioms Simple past tense positive sentences (and contractions)	Unit 11, October 28 to November 3 Asking for clarification	Taking turns "v"
Asking questions to generate conversation Simple past tense, negatives sentences (and contractions)	Unit 12, November 4 to November 10 Phrasal Verbs	Speaking Assignment #5 Wooden "u"
Vocabulary: prefixes Simple past tense, questions (and contractions)	Unit 13, November 11 to November 17 Quiz #3	"w" Sharing opinions: agreeing and disagreeing
Idioms	Unit 14, November 18 to November 24 Irregular Verbs	Note-taking #6
Phrasal verbs Speaking Assignment #6	Unit 15, November 25 to December 1 Using punctuation to help you	Politely interrupting Simple future (gonna vs. will)
Vocabulary	Unit 16, December 2 to December 9 Quiz #4	Putting it all together.