

# SYLLABUS

**CODE:** SPCH 106

**TITLE:** Introduction to Oral Language Skills

**DIVISION:** Arts and Communication

**DEPARTMENT:** Performing Arts

**COURSE DESCRIPTION:** The Student will demonstrate an ability to express herself/himself effectively in academic, business, and social situations. The focus will be on informal situations, small group discussions and job interviews.

\*\*\*PLEASE NOTE that the primary focus of this course is NOT “accent reduction”, “English grammar” or “written English” (although each of these areas may occasionally be addressed). Rather, this course is specifically designed for non-native speakers of English whose oral language skills require further development, and those native English speakers whose degree of communication anxiety prevents them from communicating effectively in typical life situations.

**PREREQUISITES:** None

**COREQUISITES:** None

**CREDITS:** 3

**REQUIRED MATERIALS:** We will use the internet for our activities. Instructor will provide supplemental reading materials.

**ADDITIONAL SUPPORT/LABS:** The Speech Lab is located in Larrison Hall, room 306, and is open Monday through Friday. The Speech Learning Assistants office is Larrison Hall, room 307. If you require assistance outside the classroom, you are encouraged to make an appointment with one of the Learning Assistants.

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## **Brookdale Community College Core Competencies**

Students successfully completing the intended Learning Outcomes of SPEECH 106 objectives will achieve competence in the following areas:

### **Communication**

The student will communicate information and ideas clearly and effectively in the written and spoken form, and will demonstrate effective listening and reading skills

### **Community and Workplace**

The student will demonstrate cultural sensitivity within the context of the contemporary, diverse, global community. The student will demonstrate ethical conduct and effective teamwork.

## **Intended Unit Learning Outcomes/Goals (Core Competencies)**

### **Unit One**

#### **Oral Language Skills in Social Situations: The Basics**

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## **Intended Learning Outcomes (Communication, Community and Workplace)**

1. Students will be introduced to specific techniques for alleviating speech anxiety and demonstrate their application
2. Students will recognize the importance of effective listening in social, business and academic contexts.
3. Students will have the opportunity to demonstrate effective listening techniques
4. Students will be introduced to the cultural dimensions of oral communication
5. Students will demonstrate context-appropriate social interaction

### **Activities:**

1. Informal Introduction of a classmate.
2. Sharing the story of a humorous personal experience.
3. Cross-cultural dialogue – a short role-play with a classmate presenting an intercultural communication issue.
4. Presentation describing a classmate's significant cultural ritual or symbol.
5. Group Discussion: Unit Review and Synthesis

## **Unit Two**

### **Oral Language Skills in Business: Communicating to Get the Job You Want**

#### **Intended Learning Outcomes (Communication, Community and Workplace)**

1. Students will learn how to conduct an information-gathering interview
2. Students will prepare their own professional resume
3. Students will demonstrate appropriate employment-seeking interview strategies and techniques

#### **Activities:**

1. Preparing, conducting, and presenting a job information-gathering interview
2. Job interview role-play with prepared resumes
3. Group Discussion: Unit review and synthesis

## **Unit Three**

### **Oral Language Skills in Academe: Researching, Organizing, and Delivering Informative Presentations**

#### **Intended Learning Outcomes (Communication)**

1. Students will learn and demonstrate effective use of verbal and non-verbal channels in presentations
2. Students will learn fundamental principles of academic research for oral presentations
3. Students will learn how to organize and deliver information in an audience-centered style

#### **Activities**

1. Student will present a review of a film, TV show, music, restaurant review, etc. They will state their opinion and justify it using specific examples.
2. Students will demonstrate effective verbal and nonverbal communication techniques in one selected 4-8 minute oral interpretation of dramatic or humorous literary selection

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3. Students will effectively present one 5-7 minute informative speech with minimum of three current sources (within last five years)

## **GRADING STANDARD:**

### **SUMMARY of COURSE ASSIGNMENTS**

Informal Introduction of a classmate	25 points
Humorous Personal Experience Story	25 points
Cross-cultural Dialogues	50 points
Description of a Cultural Ritual or Icon	100 points
Job Information-Gathering Interview Presentation	50 points
Employment Interview Role-Play	100 points
Completion of a Professional Resume	100 points
Media Review	50 points
Oral Interpretation of Literature Assignment	150 points
Researched Informative Speech	200 points
<u>Punctual Attendance, Participation, Homework</u>	<u>150 points (10 per class)</u>
<b>TOTAL</b>	<b>1000 Points</b>

### **GRADE CALCULATION: Students may earn up to 1000 points**

A= 900-1000 points

B+= 850-899 points

B= 800-849 points

C+=750-799 points

C= 700-799 points

D= 600-699 points

F= 599 points or fewer

### **DEPARTMENTAL ATTENDANCE POLICY:**

More than three absences will lead to a failing grade for the course

### **COLLEGE POLICIES:**

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the **STUDENT HANDBOOK AND BCC CATALOG.**

### **NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify, must contact the Disabilities Services Office at 732-224-2730 or 732-842-4211 (TTY), provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

*SEE INSTRUCTORS ADDENDUM FOR ADDITIONAL INFORMATION*