

SYLLABUS-CETL 8795
Advanced English for International Graduate Students
Fall 2009
Wednesday, 2:05-3:55
212 O'Keefe Building
Instructor: Beryl C. Martinson, Ph. D.
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COURSE DESCRIPTION:

This is an advanced oral skills class designed to help graduate students improve their verbal ability in English for teaching, making presentations, and interacting in academic and professional situations.

- GOALS:**
- 1) To refine and practice speaking and presentation skills for reporting, teaching, training, and other types of oral presentations.
 - 2) To review and practice strategies for more successful discussion and conversation in question and answer sessions, interviews, meetings, seminars, workshops, student and advisor conferences, and other academic and professional situations.
 - 3) To improve pronunciation of North American English, particularly in terms of suprasegmental features, such as intonation, rhythm, stress, pitch, rate, assimilation, linking, and pausing.

COURSE GUIDELINES:

- Speak only English in class.
- Bring all handouts to every class.
- E-mail or call me if you know you will miss class or a tutorial session.
- Take and make phone calls and text messages only during break times.

COURSE REQUIREMENTS:

To pass this class and receive credit, you must attend at least twelve of the fourteen two-hour classes and complete course assignments. Therefore, if you know that you will miss more than two class sessions, you should consider taking this course another semester. In addition to the regular weekly classes, time for individual student/instructor conferencing is allotted for each student during the semester. Besides the attendance requirement, you must also fulfill the major coursework requirements, which include (but are not limited to) a minimum of one individual meeting and the presentation of a micro-teaching segment or other academic presentation.

INDIVIDUAL STUDENT/INSTRUCTOR CONFERENCES:

The first 20-minute conference is scheduled early in the semester. It includes a needs-assessment discussion and preliminary feedback from the instructor. The focus of a second conference is determined at the first meeting.

The third conference is a 45-minute session during which the student makes a 10-minute teaching/training presentation, is provided feedback and given an opportunity for focused practice.

Coordination Phone Number for Beryl (cell): **404-274-6130**

CLASS SCHEDULE:

The detailed class schedule is prepared after the first set of individual meetings.

Meeting 1 _____

IMPROMPTU PRESENTATION:

- After your name is called, take three topic slips
- Choose one (replace the other two in the “pick” pile)
- Prepare your remarks quickly
- Choose the next speaker
- Give your name, tell your chosen topic; speak about it in casual, conversational English
- Finish within about 2 minutes; thank the audience

Below is the tentative schedule. It will be adjusted to fit this particular class after the needs assessment process. Short assignments are given as needed, so e-mail me if you miss a class or part of a class.

Aug. 19 Day 1	Overview of Course Impromptu Presentations
Aug. 26 Day 2	Audience and Purpose Interviews; Formal Introductions of Classmates Delivery – Rate and Pausing
Sept. 2 Day 3	Adapting to Audience Nonverbal Behavior Primary Stress in Content Words and Function Words
Sept. 9 Day 4	Rhythm – Alternations and Linking Discussion of Object Presentations
Sept. 16 Day 5	Gestures Presentations
Sept. 23 Day 6	Body Language and Facial Expressions Presentations
Sept. 30 Day 7	Word Foundations Presentations
Oct. 7 Day 8	Stress on Keywords, New Information, Contrast – Comparisons Contrasts and Stress; Preparation for Problem-Solution Speech
Oct. 14	NO CLASS
Oct. 21 Day 9	Quick Review of Power Point Guidelines Business and Academic Reports; Persuasion
Oct. 28 Day 10	Disagreeing Effectively Problem-Solution Speeches
Nov. 4 Day 11	Word Stress Domains Problem-Solution Presentations
Nov. 11 Day 12	Problem-Solution Presentations
Nov. 18 Day 13	Teaching and Training – Concepts and Process
Nov. 25	NO CLASS
Dec. 2	Review

Individual Meeting Times

Conference 1

Conference 2 (optional)

Presentation and Feedback
