ALI 234

Advanced Intermediate Oral Skills

INSTRUCTOR: ZSUZSA LONDE, PH.D.  
EMAIL: LONDE@USC.EDU

OFFICE HOURS: BY APPOINTMENT  
OFFICE: PSD 106E

CLASSROOM:  
CLASS TIME:

MIDTERM EXAM:  
FINAL ASSESSMENT:

SEMESTER HOLIDAYS:  
LAST DAY OF CLASS:
SEPTEMBER 3 MONDAY (LABOR DAY)  
NOVEMBER 21-25 (THANKSGIVING)  
NOVEMBER 27 – ALI  
NOVEMBER 30 – USC

USC’S UNDERGRADUATE AND GRADUATE ADMISSIONS REQUIREMENT:  
“The ability to communicate effectively in English - to read, write and speak the 
language fluently - is vital to your success as a university student. USC 
graduate applicants are therefore expected to demonstrate English-language 
proficiency.” ¹

COURSE DESCRIPTION:  
This course is designed to help students improve their oral communication skills and provide 
tools for them to be able to effectively interact in a rigorous academic environment. Academic 
success is interconnected with students’ ability to communicate effectively. Lack of linguistic 
and/or pragmatic mastery of the English language are often the cause of communication 
breakdown. The aim of this course is to help students improve their overall communicative 
ability by working on language fluency, accuracy, pronunciation, discourse, listening 
comprehension, and academic English knowledge. Becoming a native-like speaker in a 
second language is a long and difficult process, but small improvements will lead to the long- 
term goal and a better future. Whatever your levels of English skills are, improving your 
individual proficiency is the goal of this class.

from https://gradadm.usc.edu/lightboxes/international-students-english-proficiency/
ALI ATTENDANCE POLICY:
More than 3 hours of absence will be reported to the ALI student advisor. More than 6 hours of absence will result in a course grade of NC (no credit). Absence is counted for any reason, including illness, emergencies, and conference attendance. (Athletes, please note that a written excuse for absence due to competitions must be filed with the ALI Student Advisor.)

TARDINESS POLICY:
Attending class on time is important since tardiness is an inconvenience to your classmates. Coming to class late will also count towards the number of hours missed.

ACADEMIC INTEGRITY:
ALI and USC are very diligent in keeping students honest about their work. Copying another writer’s work, improperly paraphrasing or citing a source, and getting “editorial revision by another person that results in substantive changes in content or major alteration of writing style” constitute academic dishonesty and can have serious consequences on your status as a student at USC. ("Plagiarism—presenting someone else’s ideas as your own, either verbatim or recast in your own words—is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Section 11, Behavior Violating University Standards, [https://studentaffairs.usc.edu/files/2015/11/SCampus-Final-112015_v8.pdf](https://studentaffairs.usc.edu/files/2015/11/SCampus-Final-112015_v8.pdf). Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, [http://policy.usc.edu/scientific-misconduct/](http://policy.usc.edu/scientific-misconduct/)."

ASSESSMENT:
Selected assignments 50%  (video-recordings, classroom presentations, group work)
Midterm presentation 20%
Final presentation 30%

Please note: This is a credit/no credit (CR/NC) class, which means that you will not receive a final letter grade (A/B/C/F) on your USC transcript. However, you must receive a total of 70% or higher to receive CR for the course.

Since this is a proficiency-based course designed to help improve your oral skills, your proficiency in these oral skills at the end of the course determines whether you will be advised to take an additional class or not. It is in your own interest, therefore to do your best and participate fully in every assignment.
COURSE PROJECTS:
There will be several presentation opportunities during the semester. There will be three key presentation projects: a job interview conversation (5 min), a power-point presentation (5 min), and a group-project presentation (5 min). There will be other 5-8 spontaneous or prepared in-class and/or video blog recordings counted towards your final grade.

STUDENTS WITH DISABILITIES:
Any student requiring accommodation based on a disability is required to register with the Disability Services and Programs office (DSP) each semester. A letter of verification for approved recommendations can be obtained through DSP. Please be sure the letter is delivered to me as early in the semester as possible. For more information, see http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html.

CLASSROOM COURTESY:
As a courtesy to your classmates and teacher, please refrain from talking when others are talking. Use of technology (e.g., smart phones, iPads) is permissible when looking up information or checking the definition of a word; however, text-messaging is distracting and takes your attention from class discussion, so it is forbidden during class. Also, while it is understandably easier to speak your native language to others from your home country, this can be uncomfortable to others in the class who don’t speak your language and certainly defeats the purpose of being in an English class, so please use English only in the classroom.

PLEASE TURN OFF YOUR PHONE, DO NOT KEEP IT ON THE DESK, AND DO NOT TEXT UNDER THE TABLE DURING CLASS!

YOU CAN SIGNIFICANTLY IMPROVE YOUR LEARNING AND PERFORMANCE BY DEDICATING YOUR FULL ATTENTION TO THE CLASS.
### Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics/Activities</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course introduction Getting acquainted</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Accessing the Career Center Job Interview (Elements of job interview)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Interview strategies and etiquette Selling yourself Question formation</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Body Language Non-verbal communication</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CONSULTATION</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Midterm recording</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Preparing for the ppt presentation Elements of conference presentations</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Presentation skills</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>CONSULTATION</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>MIDTERM #2 Ppt presentations</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Preparing for group-project</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Survey analysis, data presentation, graph descriptions</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Preparation for final presentation</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Final presentations, part 1</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Final presentations, part 2</td>
<td></td>
</tr>
</tbody>
</table>