

**ALI 244****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:****SEPTEMBER 3 MONDAY (LABOR DAY)****NOVEMBER 21-25 (THANKSGIVING)****LAST DAY OF CLASS:****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." <sup>1</sup>

**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.

<sup>1</sup>"English Proficiency. Office of Graduate Admissions: English Proficiency. Retrieved on August 16, 2018, 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/>.)*

**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](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**

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