**East West University  
Department of English  
Spring 2021**

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| **Course Details** | |
| **Course Name** | **Improving Oral Communication Skills** |
| **Course Code** | **ENG 100** |
| **Credit** | **3** |
| **Section** | **6** |
| **Class Time** | **ST 1:30-3:00** |

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| **Instructor Details** | |
| **Course Instructor** | **Israt Jahan (MIJ)** |
| **Designation** | **Assistant Professor** |
| **Office Room No.** | **249** |
| **Email:** | **shantiewu@ewubd.edu** |
| **Office hour** | **MW: 12:30-1:20, ST: 12:30-1:20, TR: 1:40-2:40** |

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| **Useful links to attend google classroom:**   "How to Join Google Classroom from Mobile Devices" <https://www.youtube.com/watch?v=K9eKZ9EzdoI>    "How to Join Google Classroom from Desktop Browsers"  <https://www.youtube.com/watch?v=boASgJpSNZc>  How to Submit an Assignment in Google Classroom from Desktop/Laptop" <https://www.youtube.com/watch?v=FvBJp6RmqLg>  How to Submit an Assignment in Google Classroom from Mobile Devices"  <https://www.youtube.com/watch?v=evi9WChatUU>  **Course Description:** |
| This course has mainly been designed to improve speaking and oral communication skills of the intermediate level learners. It includes instructions and experience in speech preparation and speech delivery within various formal and informal real-life situations. Emphasis will be given on various speeches, such as informative, persuasive and interactive. Upon completion of this course, students are expected to be able to communicate in various situations, participate in group activities and prepare formal speech for academic, professional and social purposes. The course also incorporates classroom instructions on presentations and communications skills. Constructive and comprehensive feedback on students' oral performances is provided. |

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| **Course Objectives:** |
| 1. To improve students' oral communication skills; to communicate accurately in various situations  2. To provide students with instructions and necessary guidance to practice in general, classroom and real-life conversation while engaging them in different speaking activities  3. To develop students’ interpersonal skills by engaging them in various group interactions and activities  4. To help students to overcome their inhibitions, shyness and nervousness in speaking  5. To practice and improve students' listening skills  6. To improve students' pronunciation in order to improve their comprehensibility in both speaking and listening  7. To strengthen students' presentation skills; to prepare them for public speaking  8. To improve students’ paralinguistic features (non-linguistic expressions) in order to develop their public speaking skills  9. To strengthen students' self-evaluation skills to monitor and develop their own language progress and initiate self-improvement  10. To encourage a positive attitude towards the language and to develop students' self -confidence. |

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| **Course Learning Outcomes:** |
| By the end of this course, students are expected to be able to:  1. Communicate in a wide range of situations  2. Comprehend speech efficiently  3. Improve pronunciation  4. Deliver formal presentations  5. Respond in English to unplanned discourses  6. Produce effective speech in various interactions |

**Course Content:**

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| **Term** | **Content** | **Exam Date** |
| **1st** | * Introducing yourself and others; using greetings * Describing people/places/things * Asking and answering questions * Expressing likings and disliking; (food, fashion etc.) * Discussing everyday routines and habits * Making requests/ offers/invitations/excuses/apologies/complaints * Telling time and numbers * Asking for and giving directions * Introducing IPA symbols in order to create an awareness of the sounds of English   Selected stories for presentation:  1. The Great Whitewashing 2. The Lady or the Tiger? 3. The Gifts of Feodor Himkoff |  |
| **2nd** | * Describing personality * Discussing and making plans (for a holiday or an outing to the cinema) * Reading newspapers and presenting personal opinions * Practicing storytelling (constructing stories and picture description) * Narrating personal experiences (present, past and future) * Listening to short live/recorded conversations and responding to them * Practicing presentation skills * Developing vocabulary * Delivering extempore talk   Selected stories for presentation: 1. The Prince and the Judge 2. Mr. Traver's First Hunt 3. Trouble in Bohemia |  |
| **Final** | * Developing telephone conversations (Role play in group or pair) * Practicing different professional conversations (Role play of doctor-patient conversation, teacher-student conversation) * Comparing/contrasting objects and ideas * Problem solving * Engaging in peer interviews/ job interviews * Summarizing movies/books and describing various aspects (e.g. character description, conflict of the movies, resolution of the books) * Debating and putting forward an argument   Selected stories for presentation: 1. David Swan 2. Portrait of a Teacher 3. Fact or Fantasy? |  |

**References:**

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| **Primary Text** | 1. Dixson, R. (2000). *Complete Course in English*. Prentice hall of India private limited, New Delhi.  2. Compilation provided by the course coordinators |
| **Secondary Text** | Blundell, J., Higgens, J., & Middlemiss, N. (1982). *Functions in English*. Oxford University Press. |
| **References** | **1.** Soars, L.(2007). *Headway Pre-Intermediate with cassette and workbook.* Oxford University Press.  2. Gairns, R. (1995). *True to Life Pre-Intermediate with cassette and workbook*. Cambridge University Press.  3. Klippel, F. (1985). *Keep Talking*. Cambridge University Press.  4. O'Connor, J. D. (1981). *Better English Pronunciation*. Cambridge University Press. |
| **Online Resources** | Provided in compilation |

**Mode of teaching:**

This course will provide students with an opportunity to develop the graduate attribute(s) specified below:

**Teamwork and communication skills**

* Achieved through various class activities and group works
* Encouraged in every group works and pair works

**Presentation Skills**

* Developed through class performances and various alternative assessment systems

**Self-awareness and emotional intelligence**

* Capacity to discuss and negotiate with peers and instructors regarding various social and personal issues
* Open to constructive feedbacks from instructors and peers
* Developed ability for self-evaluation and self-appraisal

**Lesson Plan:**

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| **Lecture** | **Topic** |
| Lecture 1 | **Ice breaking session, Greetings, Introducing each other** |
| Lecture 2 | **Likes, dislikes, IPA symbols, stress, intonation, aspiration**  **HW: pair work, peer evaluation** |
| Lecture 3 | **Describing people, HW: Discussing daily routine with partner** |
| Lecture 4 | **Describing place, HW: Asking and answering questions** |
| Lecture 5 | **Story reading: The Great Whitewashing, HW: Group work The Lady or the Tiger?** |
| Lecture 6 | **Quiz 1** |
| Lecture 7 | **Story: The Gifts of Feodor Himkoff, Invitation, HW: Practice formal invitation** |
| Lecture 8 | **Giving direction** |
| **Class 9** | **Viva** |
| Lecture 10 | **Describing personality HW: Describe your personality** |
| Lecture 11 | **Presentation skills,** Reading newspapers and presenting personal opinions |
| Lecture 12 | Presentation on The Prince and the Judge 2. Mr. Traver's First Hunt 3. Trouble in Bohemia |
| Lecture 13 | Presentation continues, HW: Narrating personal experiences (present, past and future) |
| Lecture 14 | Delivering extempore talk, listening to short live/recorded conversations and responding to them |
| Lecture 15 | **Quiz 2 on extempore speech** |
| **Class 16** | **Viva** |
| Lecture 17 | Developing telephone conversations (Role play in group or pair) HW: Practicing different professional conversations (Role play of doctor-patient conversation, teacher-student conversation) |
| Lecture 18 | Practice conversation, Debating and putting forward an argument, |
| Lecture 19 | **Individual PowerPoint presentation** |
| Lecture 20 | **Individual PowerPoint presentation** |
| Lecture 21 | **Individual PowerPoint presentation** |
| Lecture 22 | Group activity Debating and putting forward an argument |
| Lecture 23 | Comparing/contrasting objects and ideas |
| Lecture 24 | **Quiz 3** |
| Lecture 25 | **Problem solving, Overall discussion** |
| **Class 26** | **Final viva** |

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| Term I | 20 |
| Term II | 20 |
| Final | 20 |
| Individual Presentation | 10 |
| Story Presentation | 10 |
| Quiz | 10 |
| Attendance & Class participation | 10 |
| Total | 100% |

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| Marks (%) | Letter Grade | GPA |
| 97-100 | A+ | 4.00 |
| 90-96 | A | 4.00 |
| 87-89 | A- | 3.70 |
| 83-86 | B+ | 3.30 |
| 80-82 | B | 3.00 |
| 77-79 | B- | 2.70 |
| 73-75 | C+ | 2.30 |
| 70-72 | C | 2.00 |
| 67-69 | C- | 1.70 |
| 63-65 | D+ | 1.30 |
| 60-62 | D | 1.00 |
| 00-59 | F | 0.00 |

**Assessment: Grading Policy:**

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| **Assessment Criteria** | **Skill Mapping** |
| **Viva** | **1, 2, 3, 5, 6** |
| **Presentation** | **4, 7, 8, 9** |
| **Group work/pair work** | **1, 2, 3, 5, 6,** |
| **Class Participation** | **1, 2, 3, 5, 6, 10** |

**Important Dates to remember:**

1. **1st mid viva: 21 March 2021**
2. **2nd mid viva: 18 April 2021**
3. **Final: 30 May 2021**

**Policy:**

1. Criteria for Evaluation:

* Pronunciation
* Grammar & vocabulary (Accuracy)
* Fluency
* Content of the speech (quantity& quality of information)
* Comprehension
* Paralinguistic features

**Students must follow these rules:**

♦ Maintain an attendance record of 80% throughout the semester. Students who have more than four unauthorized absences from classes will be asked to withdraw from the course.

♦ Students who are more than ten minutes late for a class will be marked absent.

♦ Students will not be allowed to sit for any make up exam except for emergency medical grounds. Applications in this connection must be supported by medical certificates.

♦ The university will show ‘zero tolerance’ to a student adopting any unfair means (copying in the exam, plagiarism in preparing assignments, etc.)

♦ Students can apply for an ‘I’ (incomplete) grade only when they are barred from appearing at the final exam on genuine medical grounds. Approval in this connection depends on the discretion of the Department Chair.