

UNIVERSITY OF PUERTO RICO
RÍO PIEDRAS CAMPUS
COLLEGE OF HUMANITIES
DEPARTMENT OF ENGLISH

English 3051: Developing Functions of Oral English - Level 3 (Part I)

Fall 2017

Section 001: Mon/Wed 10:00 AM – 11:20 AM

Classroom: LPM 214B / P 105*

Credit Hours: 45 hours (3 credits)

Instructor: Cristal R. Heffelfinger-Nieves (cheffelfingerupr@gmail.com)

Office hours (Office P 12): Mon/Wed 11:30 AM – 1:00 PM or by appointment

Course Description

This is the first segment of a year-long course designed for students with intermediate language proficiency in English. Students will work on more advanced vocabulary, idioms, pronunciation, spelling, and grammatical structures needed to achieve fluency in both spoken and written English. They will also practice listening comprehension and written production in a language laboratory.

Course Objectives

This course will help students:

- Significantly reduce their fear of communicating in English
- Reflect upon and reexamine any negative attitudes towards the English language
- Demonstrate comprehension and appropriate contextual use of vocabulary items, common phrases, idioms, and other conversational formulas
- Acquire advanced grammatical structures and rules of spelling, required in reading and writing
- Learn appropriate pronunciation and intonation patterns necessary for speaking spontaneously or reading aloud
- Develop a deeper comprehension of oral and written materials in English
- Utilize their knowledge in creative ways, in both oral and written forms
- Apply intermediate-level English skills in analyzing, reviewing, and editing their own work, as well as that of their peers.

Course Requirements

- Attendance to class twice a week, and to an independent weekly one-hour lab session
- A valid and active email account to receive notifications, materials, and other course-related information
- The required textbooks and/or any other relevant materials

Required Materials

- **Textbooks (Set of 3)**
McCarthy, M. McCarten, J., & Sandiford, H. (2006). *Touchstone 3* (Workbook and Student's Book). New York: Cambridge University Press. *You will also need the *Touchstone 3 Video Resource Book* (available at The Printing Machine) for the Walk-In lab sessions.
- **Journal or composition notebook**

Teaching Strategies

This course takes a communicative approach based on activities that stress interaction and active participation, such as role-playing, class discussions, individual and group work, debates, class presentations, analysis of video segments, free writing, games, art, and music, among others. The course also includes exercises from the *Touchstone 3 Workbook* to practice grammar and vocabulary, as well as several short journal entries to improve students' overall writing skills. Finally, the course is complemented with the assigned work at the English Lab (Walk-In Sessions).

Cumplimiento con la Ley 51: Los estudiantes que reciban servicios de Rehabilitación Vocacional deben comunicarse con la profesora al inicio del semestre para planificar el acomodo razonable y equipo de asistencia necesario conforme a las recomendaciones de la Oficina de Asuntos para las Personas con Impedimentos (OAPI) del Decanato de Estudiantes. Aquellos estudiantes que requieran algún tipo de asistencia de acomodo también deben comunicarse con la profesora.

Evaluation (see schedule and notes below)

Tests (Midterm – 100 pts. / Final – 50 pts.)	150 pts. = 30%
Walk-In Lab sessions (10 – 10 pts. each)	100 pts. = 20%
Oral presentations (2 – 50 pts. each)	100 pts. = 20%
Journal / free writing (15 entries – 2 pts. each + 10 pts. content/style)	40 pts. = 8%
Homework (6 units – 10 pts. each)	60 pts. = 12%
Attendance, class participation, readiness, effort	50 pts. = 10%
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	500 pts. = 100%

Grading system: 100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59-0 = F

Students may benefit from **extra credit** if considered appropriate by the professor. There may be differentiated evaluation for students with special needs (**Ley 51**).

Notes

Tests: The Midterm exam will cover Units 1-3, while the Final exam will cover Units 4-6 (see dates in attached schedule). Both tests will be taken **in the classroom**, although there may be a **take-home assignment** as part of the Midterm. It is the student's responsibility to come prepared to class to take each test. There will be **no** make-up exams, unless in cases of serious and legitimate emergency; the student should contact the professor and provide evidence as soon as possible.

Walk-In Lab sessions: These will take place at the English Language Resource Center (Pedreira 105). All students will be required to attend the lab independently for **fifty (50) minute periods on a weekly basis**, choosing a time slot that best suits their schedule (Lab Hours: Mon-Fri: 7:00 AM – 4:30 PM). The professor will not be present, but technicians Ángel Rivera and/or Marcos Osusa will be there to take attendance, provide instructions, and collect any assigned work. Attendance to the lab is **mandatory**. While assigned weekly, each lab session will be available for **two weeks**. Students who fail to complete or turn in their lab work on time will receive a **zero (0)**, unless they present a valid excuse.

Oral Presentations: Students will give one individual oral presentation about a topic of their choice during the first half of the semester. For their final presentation, they will work in pairs and engage in a variety of interactive/creative strategies, such as role-playing. (The professor will distribute detailed guidelines at least two weeks prior to the due date.)

Journal: Students will be assigned 10-20 minutes **in class**, at least **once a week**, to write a one-page journal entry addressing a topic selected by the professor. They may be asked to read aloud and/or share the content of their entries. The professor will review the students' journals every five sessions (total: 15) in order to make corrections and suggestions for the future. It is crucial that students take these into consideration and show improved grammar, vocabulary, and writing skills.

Homework: Exercises from the *Workbook* will be assigned and will always be checked. Completeness, effort, legibility, accuracy, and creativity are the main criteria for evaluation. **Students must submit their work **on time**. Any late assignments will see an automatic reduction of **10%** of the total score. Any work turned in more than a week past its deadline **will not be accepted**, and will receive a **zero (0)**.

Attendance, class participation, readiness, effort: Students are expected to come to class regularly and on time. According to the UPR policy, more than four absences will result in grade reduction, and three late arrivals will count as an absence. If students miss a class, it is their responsibility to keep up with the material discussed/studied that day. Students will be awarded points for participating in discussions, exercises, and any other class-related activities. Demonstrating effort and maintaining a positive attitude towards learning can go a long way as well.

Class Policies

- Students should keep their cellphones silenced and in their bags during class, unless in case of an emergency (the professor should be properly notified). Emergency calls must be taken outside. The use of laptops, readers, and other electronic devices for activities unrelated to class is not allowed.
- No disrespectful, discriminatory, or disruptive behavior will be tolerated.
- Since this is a Conversational English course, English will be the preferred language in class.

Course Outline*

DATE	SCHEDULED WORK/ACTIVITIES
9/4	Greetings and introduction
9/6 – 9/11	CLASSES CANCELED (Hurricane Irma)
9/13	Discussion of syllabus Unit 1: Lesson A Journal entry #1
9/18 – 10/25	CLASSES CANCELED (Hurricane Maria) Journal entry #2 (assigned via email on 9/18)
10/30	Group activity: “Stories from the Storm” Journal entry #3
11/1	Unit 1: Lesson B Group activity: “People Watching” Journal entry #4

11/6	Unit 1: Lesson C, Review Topics for ORAL PRESENTATION 1 Unit 2: Lesson A
11/8	Unit 2: Lessons B&C
11/13	Unit 2: Review Journal entry #5 - JOURNALS COLLECTED
11/15	ORAL PRESENTATION 1
11/20	ORAL PRESENTATION 1
11/22	ORAL PRESENTATION 1
11/27	Unit 3: Lessons A&B Journal entry #6
11/29	Unit 3: Lessons C&D Journal entry #7
12/4	Unit 3: Review Journal entry #8
12/6	Midterm review
12/11	MIDTERM
12/13	Discussion of Midterm Journal entry #9 Unit 4: Lesson A
12/18	Unit 4: Lessons B&C
12/20	Unit 4: Lesson D, Review Journal entry #10 – JOURNALS COLLECTED
12/25 – 1/1	CHRISTMAS BREAK
1/3	Unit 5: Lessons A&B
1/8	Unit 5: Lessons C&D Journal entry #11

1/10	Unit 5: Review Journal entry #12
1/15	Group activity: "Recipe Day"
1/17	Topics and teams for ORAL PRESENTATION 2 Journal entry #13
1/22	Unit 6: Lesson A Journal entry #14
1/24	Unit 6: Lessons B&C
1/29	Unit 6: Lesson D, Review Journal entry #15 - JOURNALS COLLECTED
1/31	ORAL PRESENTATION 2
2/5	ORAL PRESENTATION 2
2/7	Final review
2/12	FINAL EXAM
2/14	Wrap-Up Final Evaluation

*Last update: 11/1/2017

Note: The latter schedule is always tentative and subject to change, depending on students' comprehension of the material, **official** class cancelations, and any other unforeseen events. In such cases, the professor will notify the students in person or via email.

Here's to your success!