

Course Description

This 30-hour course is designed to give students practice in speaking skills required for participation in university seminars. Students will learn strategies that native speakers use in organizing information, expressing opinion, agreeing and disagreeing and questioning and answering questions. The course will cover both informal impromptu speaking and formal presentations. In addition, a number of related communication skills such as body language and pronunciation will be covered. Students will practice these structures and skills through discussions and both formal and informal speeches. Constructive feedback on your speaking will be provided throughout the course.

Course Objectives

Students who successfully complete this course will be able to:

- Participate more confidently and appropriately in university seminar-style classes.
- Improve their communication of ideas through a range of strategies.
- Give formal presentations using an academic presentation format.
- Use a variety of expressions (formal and informal) to express ideas.
- Improve pronunciation and intelligibility.
- Evaluate, reflect and improve on their own speaking ability.

Assignments

Details of all assignments will be provided in class.

Attendance & Letter of Completion

Students will receive a “letter of completion” at the end of this course, providing s/he attends a minimum of 80% of classes (8/10 classes). Please note that there will NOT be a record of this course on your U of M transcript.

Grading

Although homework will be assigned, assignments/presentations will not be formally graded. Instead, you will receive constructive feedback from the instructor. The emphasis in this course is on student improvement in the language areas covered in class.

What Will I Learn in Class?

Speech Organization

- Topic Selection
- Purpose
- Outlining / Mapping a Speech
- Introduction
- Body
- Conclusion
- Transitions between ideas

Formal Speeches

- Impromptu Speaking “Off the Cuff”
- Impromptu: Responding to Prompts and Questions
- Delay Tactics : What to say to give yourself time to think
- Patterns of Organization
- Participating in Group Discussions (If Time Allows)

Communication Skills

Delivery Skills:

- Building Confidence
- Making Eye contact
- Posture
- Voice / Volume
- Pauses
- Body Language

Language Skills:

- Pronunciation
- Agreeing/Disagreeing
- Useful phrases for presentations
- Using Visual Aids (If Time Allows)