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**SYLLABUS**

**TITLE:** Oral Communication

**CODE:** ESP 225

**PREREQUISITE**: N/A

**CREDITS:** 3 credits | 45 contact hours | 1 term

**DESCRIPTION**

Nature and basic principles of oral communication in Spanish. Emphasis on different forms of individual and group oral presentations. Practical oral communication exercises. The course incorporates various forms of appraisal of each student’s experience.

**JUSTIFICATION**

Given the difficulty that our students face when expressing their ideas orally, it is necessary to offer a course that helps them to master verbal expression and learn to speak correctly, fluently, and coherently in order to achieve a better communication of ideas both in their personal and professional life. This course aims to address that need.

# COMPETENCES

The course develops the following competences in students:

* **Critical questioning**
* **Communication**

**OBJECTIVES**

After completion of the course, students will be able to:

1. Listen to and critically evaluate their own and peers' dissertations.
2. Show willingness to know their vernacular.
3. Identify the peculiarities of the spoken language.
4. Analyze the importance of oral expression in contemporary society.
5. Prepare oral presentations taking the audience into consideration.
6. Modulate their voice according to ideas to achieve a certain emotional nuance.
7. Apply different communication techniques.
8. Participate in presentations.
9. Identify the different registers of the spoken language.
10. Communicate their ideas clearly and coherently.

**CONTENTS**

1. Communication and language
2. Current importance of communication and its purposes
3. Elements of oral communication
4. Written language and spoken language
5. Characteristics of spoken language
6. Style in oral expression
7. Concept and definition
8. Qualities of oral style
9. Clarity
10. Concision
11. Coherence
12. Simplicity
13. Naturalness
14. Importance of the voice, breathing and articulation
15. Qualities of articulation
16. Clarity
17. Intensity
18. Flexibility
19. Emphasis
20. Body language
21. Appearance
22. Posture
23. Gestures
24. Movements
25. Eye contact
26. Functions of oral communication
27. Objective of each communication
28. Specific techniques
29. Types
30. Inform
31. Orientate
32. Exhort
33. Ask
34. Convince
35. Audiovisual aids
36. Characteristics
37. Types
38. Dynamic materials
39. Projected visual aids
40. Sound auxiliaries
41. Techniques or strategies to follow
42. Forms of oral communication
43. Individual presentations
44. General purposes
45. Specific characteristics and techniques
46. Types
47. Lecture
48. Expository report
49. Discourse
50. Workshops
51. Short lecture
52. Presentation by a guest speaker

**METHODOLOGY**

The following strategies from the active learning methodology are recommended:

* Conferences
* Practical exercises
* Tasks
* Presentations
* Video recordings
* Reflection
* Peer review
* Workshops

**EVALUATION**

Workshops 25%

Presentations 75%

**TOTAL** 100%

**LEARNING ASSESSMENT**

The institutional assessment rubric is applied to the course’s core activity.

**BIBLIOGRAPHY**

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Furet, I., Peltanot, S. (1981). *Saber hablar en cualquier circunstancia*. Ediciones Mensajero.

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Rangel Hinojosa, M. (1977). *Comunicación oral*. Ediciones Trillas.

Sánchez, B. *Lenguaje oral: diagnóstico, enseñanza y supervisión*. Kapeluz.

Tejada, L. (1980). *Hablar bien no cuesta nada*. Editorial Diana.

Valentín, J. (1983). *Aprenda a hablar en público*. Editorial Grijalbo S.A.

Vallejo-Nájera, J. (1990). *Aprender a hablar en público hoy*. Planeta.

**WEB LINKS**

http://www.cepvi.com/articulos/gestos1.htm

http://canfield.etext.net/

For more information resources related to the course’s topics, access the library’s webpage <http://biblioteca.sagrado.edu/>

# REASONABLE ACCOMMODATION

For detailed information on the process and required documentation you should visit the corresponding office. To ensure equal conditions, in compliance with the ADA Act (1990) and the Rehabilitation Act (1973), as amended, any student in need of reasonable accommodation or special assistance must complete the process established by the Vice Presidency for Academic Affairs.

# ACADEMIC HONESTY, FRAUD, AND PLAIGARISM

Any student who fails to comply with the Honesty, Fraud, and Plagiarism Policy is exposed to the following sanctions: receive a zero in the evaluation and/or repetition of the assignment, an F(\*) in the course, suspension or expulsion as established in the document *Política de Honestidad Académica* (DAEE 205-001) effective in August 2005.

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