

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

- I. Communication and language
 - A. Current importance of communication and its purposes
 - B. Elements of oral communication
 - C. Written language and spoken language
 - D. Characteristics of spoken language
- II. Style in oral expression
 - A. Concept and definition
 - B. Qualities of oral style
 1. Clarity
 2. Concision
 3. Coherence
 4. Simplicity
 5. Naturalness
 - C. Importance of the voice, breathing and articulation
 - D. Qualities of articulation
 1. Clarity
 2. Intensity
 3. Flexibility
 4. Emphasis
 - E. Body language
 1. Appearance
 2. Posture

- 3. Gestures
 - 4. Movements
 - 5. Eye contact
- III. Functions of oral communication
 - A. Objective of each communication
 - B. Specific techniques
 - C. Types
 - 1. Inform
 - 2. Orientate
 - 3. Exhort
 - 4. Ask
 - 5. Convince
- IV. Audiovisual aids
 - A. Characteristics
 - B. Types
 - 1. Dynamic materials
 - 2. Projected visual aids
 - 3. Sound auxiliaries
 - C. Techniques or strategies to follow
- V. Forms of oral communication
 - A. Individual presentations
 - 1. General purposes
 - 2. Specific characteristics and techniques
 - 3. Types
 - a. Lecture
 - b. Expository report
 - c. Discourse
 - B. Workshops
 - 1. Short lecture

2. 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	<u>75%</u>
TOTAL	100%

LEARNING ASSESSMENT

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

BIBLIOGRAPHY

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

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This policy applies to all students enrolled at Universidad del Sagrado Corazón to take courses with or without academic credit. A lack of academic integrity is any act or omission that does not demonstrate the honesty, transparency, and responsibility that should characterize all academic activity. Any student who fails to comply with the Honesty, Fraud, and Plagiarism Policy is exposed to the following sanctions: receive a grade of zero in the evaluation and/or repetition of the assignment in the seminar, a grade of F (*) in the seminar, suspension, or expulsion as established in the Academic Integrity Policy effective in November 2022.

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