Syllabus

I. General information:

COURSE TITLE: ADVANCED CONVERSATIONAL

COURSE CODE: BUSINESS ENGLISH 4055 (INCO 4055)

CONTACT HOURS: TWO CONTACT HOURS PER WEEK – 30 CONTACT HOURS PER SEMESTER

CREDITS: ONE CREDIT (1 CREDIT)

REQUISITES: HAVE APPROVED BASIC ENGLISH COURSES: INGL 3101 AND INGL 3102, OR EQUIVALENCE

II. Course description:

This course is designed for students of the Office Systems Program. Students are trained in listening and speaking skills. Special attention is given to developing vocabulary which includes clichés and idiomatic expressions. Intonation is also emphasized throughout the course.

III. Course objectives:

After intensive exposure to idiomatic expressions, vocabulary development, and formal conversational practice students will demonstrate their ability to express clearly and coherently with 70% accuracy the following:

1. Build conversational (dialogues) practice on themes related to the business world.
2. Listen, respond, and react to questions related to topics discussed in class.
3. Differentiate between a formal and informal speech.
4. Define, clarify, and analyze problems related professional meetings.
5. Analyze situations that prompt immediate action and discussion.
6. Apply listening, speaking, reading, and writing skills necessary to create effective meetings.
7. Draft, revise and edit dialogues, scripts, and meeting discussions.
8. Select, develop, and illustrate effective visual aids for the oral report.
9. Collect the necessary data for the presentation of the report.

IV. Tentative working schedule and time distribution:

TEACHING-LEARNING ACTIVITY I 2 HOURS
Course Introduction  
Syllabus Discussion  
Getting Acquainted  

**TEACHING-LEARNING ACTIVITY II**  
10 HOURS  

Building Vocabulary  
Introducing Idiomatic Expressions  
Using Idiomatic Expressions to Communicate  
Building Dialogues  
Contrasting with Spanish Similar Expressions  

**TEACHING-LEARNING ACTIVITY III**  
10 HOURS  

Analyzing Business Situations and Discussing Possible Solutions  
Using Formal Language  
Participating Actively in Formal Meetings  
Communicating Effectively  
Building Dialogues with Idiomatic Expressions  
Editing Written Dialogues  

**TEACHING-LEARNING ACTIVITY IV**  
8 HOURS  

Calling for Professional Meetings  
Preparing Documentation to be discussed  
Beginning the Meeting  
Getting the Meeting Going  
Oral Reports / Meeting Participation  

*TOTAL CONTACT HOURS: 30 HOURS*

V. **Instructional strategies**  

The professor will use an eclectic approach in the teaching of the concepts for this course. These experiences may include but not be limited to the following: presentations, conferences, dialogues, oral and written reports, group work, cooperative and collaborative tasks, workshops, and discussion groups among others.  

**LIBRARY INSTRUCTION:** All students are required to visit the library regularly to seek for information related to the various topics discussed in class. These searches will include but not be limited to books, magazines, periodicals, journals, Internet, videos, movies, and electronic media among others.
VI. Learning resources

Students will be impacted with the use of technology and its software in the presentation of the concepts throughout the course. These will also serve as examples in the preparation of students’ oral and written reports. Other teaching–learning devices will be encouraged to use, such as: TV, VCR, DVD, transparencies, Internet, and overhead among others.

VII. Evaluation strategies

<table>
<thead>
<tr>
<th>1/3</th>
<th>1/3</th>
<th>1/3</th>
</tr>
</thead>
</table>
| Tests (2)  
*Dialogues  
Construction | Quizzes  
Class Attendance  
Informal Oral Reports  
Homework | Final Written Report, which could substitute the Final Test.  
Planning a Business trip |

VIII. Grading system

100 – 90 = A  
89 – 80 = B  
79 – 70 = C  
69 – 60 = D  
59 – 0 = F

IX. Norms of the course

1. Attendance to Class is Compulsory. Punctuality to class is extremely important. Avoid late arrivals as well as need for leaving early, you will be marked absent for the time you are not in. Avoid interrupting the teaching-learning process.

2. Three or more non-excused absences seriously interfere with academic achievements as well as the exposition and discussion of themes in class. Therefore, three or more non-excused absences could lead to a reduction of a student’s final grade.

3. Attendance to all class sessions and participation is essential to successfully completing this course.
4. Students with conditions that may require them to leave the class momentarily should inform the professor.

5. Please keep your cell phones turned off or noiseless. Avoid embarrassment. You are not excused from class to attend personal phone calls.

6. It is absolutely prohibited to invite family, friends or other people who are not officially registered in the course or duly authorized by institutional officials.

7. Students’ with special needs and or participants of programs such as “Law 51”, vocational rehabilitation, special education or other similar programs should inform your professor for necessary arrangements.

8. You must purchase the required texts and bring them to class. Remember that photocopying a book with the intention of not buying it is a federal crime and will not be sponsored, under any excuse or pretense, in this course.

9. Student behavior in the classroom must be in accordance to the norms stated in Article 14 of the General Norms of Students of the University of Puerto Rico. It is all students’ responsibility to read these norms, especially those that are related to behavior and conduct within the premises of the University. All individuals are to be treated with respect.

X. Bibliography

Some of the following references are older than five years, but have been kept because they provide some valuable insights that are beneficial for this course.

Texts


Professor will Supply handouts and Place them at the Reserve (On-Line) Section of the Library, these will be announced.

References

Heinle’s. The Newbury House Dictionary of American English 4th ed.: The Core of
ENGLISH LANGUAGE LEARNING WITH INTEGRATED THESAURUS AND
(ISBN: 0-8384-2657-3)

GUFFEY, MARY ELLEN. BUSINESS COMMUNICATION: PROCESS AND PRODUCT 4TH EDITION.

LEHMAN, CAROL M. & DUFRÈNE, DEBBIE D. BUSINESS COMMUNICATION, 12TH ED. THOMSON

THILL, JOHN V. & BOVÉE, COURTLAND L. EXCELLENCE IN BUSINESS COMMUNICATION, 4TH ED.

MOLINSKY, STEVEN J. & BLISS, BILL. EXPRESSWAYS 2ND EDITION: LEVELS 2, 3, AND 4 WITH
Cassettes Tapes. PRENTICE HALL REGENTS: NEW JERSEY, 1996.

FRAGIADAKIS, HELEN K. ALL CLEAR! LISTENING AND SPEAKING. HEINLE AND HEINLE:

FRAGIADAKIS, HELEN K. ALL CLEAR! IDIOMS IN CONTEXT, 2ND ED. HEINLE AND HEINLE:
BOSTON, 1993.

FRAGIADAKIS, HELEN K. ALL CLEAR! INTRO: SPEAKING, LISTENING, EXPRESSIONS AND

FRAGIADAKIS, HELEN K. ALL CLEAR! ADVANCED: IDIOMS AND PRONUNCIATION IN CONTEXT.

KING, KEVIN. THE BIG PICTURE: IDIOMS AS METAPHORS. HOUGHTON MIFFLIN: BOSTON, MA,
1999.

NAYLOR, LISA. JOIN THE CLUB: IDIOMS FOR ACADEMIC AND SOCIAL SUCCESS, BOOK 1.

NAYLOR, LISA. JOIN THE CLUB: IDIOMS FOR ACADEMIC AND SOCIAL SUCCESS, BOOK 2.

ON-LINE SOURCES:
http://www.meguffey.com
http://www.wired-resumes.com
http://www.westwords.com/guffey/students.html
http://www.word-reference.com
http://www.mhhe.com/bcw3
En H. Wilson
http://vnweb.hwwilsonweb.com

- Childrens Catalog
- Childrens Catalog Archives
- Current Biography Illustrated
- Essay & General Literatura
- Readers Guide
- Readers Guide Retro

En Ebsco
http://web.ebscohost.com

- Communication & Mass Media
- Fuente Académica
- Master File Premier
- Newspaper Source

En Thomson & Gale
http://www.galeiberoamerica.com/upr

- Literature Resource Center
- MLA Directory of Periodicals Search
- Gale Virtual Reference Library
- Informe académico

En Proquest
http://proquest.umi.com

- Dissertations and Theses
- Research Library
- Research Library Core

http://www./kcg.com/upr/index.html
Revised by: Prof. Yazmín Sánchez Reyes