



COURSE OVERVIEW

Course Description

This course covers both oral and written professional communication skills. Students will learn about style, tone and cultural considerations in English writing and practice professional presentation skills.

Materials

All of the materials for this course will be uploaded into Canvas by the instructor.

Student Learning Outcomes

At the end of the course, students will be able to:

- Use typical English phrases consistent with oral and written professional communication, including “small talk”;
- Deliver an elevator pitch and answer interview questions in English;
- Demonstrate understanding of style, tone and cultural considerations in English writing;
- Write a unified and coherent informational paragraph in English;
- Write a persuasive professional email;
- Demonstrate proficiency in cross-cultural communication skills

Assessment & Grading

You will be able to view your grades in Canvas. Final grades will be recorded as Pass/Fail, with any grade of C (73%) or above considered a passing grade. The breakdown of grades is as follows.

Assignment 1 (Elevator Pitch):	25%
Assignment 2 (Informational Paragraph):	25%
Assignment 3 (Discussion Board):	25%
Assignment 4: (Persuasive Email):	25%

SCHEDULE

Class Schedule: Monday, Wednesday, 7:00-7:50; Thursday 8:00-8:50 am (Eastern Standard Time)

Class Dates: October 19 – November 13, 2020 or February 15 – March 12, 2021

CLASS RULES AND POLICIES

English Use & Mode of Instruction

All instruction and curriculum are in English. Please use English as much as possible in the class. All classes will be held over Zoom.

Attendance

It is recommended that students attend live classes for authentic real-time communication with the instructor and other students in English. However, due to individual circumstances, class attendance may not always be possible. For this reason, all classes will be recorded and made available for students to view online in the Canvas learning management system.

TENTATIVE COURSE SCHEDULE

Unit	Unit Description
Unit 1	<p>Oral Communication (interview skills)</p> <p>In this unit, we will:</p> <ul style="list-style-type: none">• practice making small talk in English• learn about common language and questions used in interviews and practice interview skills• write and deliver an elevator pitch <p>Assignment 1: Elevator Pitch</p>
Unit 2	<p>Written Communication (cultural considerations and discourse structure)</p> <p>In this unit, we will:</p> <ul style="list-style-type: none">• learn about style, tone and cultural considerations in English writing• learn about paragraph structure in English writing• write a unified and coherent informational paragraph for a professional audience <p>Assignment 2: Writing an informational paragraph</p>
Unit 3	<p>Written Communication (email)</p> <p>In this unit, we will:</p> <ul style="list-style-type: none">• learn about writing emails in English• practice common phrases used in professional written communication• write a persuasive professional email <p>Assignment 3: Discussion Board Assignment 4: Writing a persuasive email</p>