

Maulana Azad National Urdu University
Communication Skills **XXXX** in English
Fall, 2018

Instructor: Robin Cathey
E-mail: rcath5@gmail.com
Office Hours: 12:30-1:30pm, Monday-Thursday
Class Days/Time: Monday-Thursday **XXXX**
Class Location: Training and Placement Cell, CSE Residential Coaching Academy

Required Texts and Materials

Handouts as provided by the instructor

Recommended Materials

1. Notebook, folder, writing utensil
2. A computer or phone with internet access

Communication Skills	
The goal of this course is for students to learn and practice oral communication skills related to speaking, listening, and pronunciation. This course currently uses media and communication content material.	
Course Objectives	Student Learning Outcomes
The objectives of this course are for students to practice the conventions of communicating in the English-speaking university classroom, complete academic listening, speaking, and note-taking tasks, and improve pronunciation.	<i>Speaking and Listening Fluency & Usage</i> <ul style="list-style-type: none">• Participate in conversations/discussions and reach group decisions• Use fixed phrases to support opinions, hypothesize, agree and disagree, and interrupt politely during discussions. <i>Pronunciation</i>

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| | <ul style="list-style-type: none">• Identify and produce intonation patterns during discussions and presentations• Use correct rhythm, stress, and word endings to maintain comprehensibility during discussions and presentations |
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In this class you must complete tasks and solve problems through oral communication. You may be asked to articulate your thoughts/opinions on a specific topic. Students who do not speak will not learn communicative strategies which are important to improving your English. Remember, in this course accuracy is not as important as fluency.

Pair Work

You will be asked to speak on a topic or brainstorm aloud with a partner. Afterward, you may be asked to tell the class about your ideas.

Pronunciation Practice

Each week we will focus on a specific feature of spoken English--sounds, stress, tone, etc. The instructor will choose features as issues arise throughout the course. Students are welcome to suggest pronunciation features they would like to work on.

Reading for understanding

Students will read real news articles in English and answer a series of comprehension questions about the article in pairs. They will note new vocabulary, ask questions of the teacher when necessary, and become experts in the news topic. In the next class, they will discuss their article in groups.

Discussion Activities

These are organized discussions in which students work in groups to explain the article they have read. Each student will have an equal amount of time to speak and students are encouraged to ask questions to understand the content deeper.

Attendance Policy

- In order to make progress, it is very important to attend class regularly. Students are expected to be in class unless they are ill or have an emergency. A student is absent when s/he is not in class *for any reason*. **There are no excused absences**. In order to receive a certificate sponsored by the MANUU and the U.S. Consulate Hyderabad, you must attend at least 80% of all classes.

- You must arrive on time. If you are not on time, you are tardy. A tardy of 5 minutes or more is an absence. Being tardy four times is considered one absence.
- Extreme situations (e.g. returning home for a medical leave of absence) should be discussed with Dr. Mohammed Yuosuf Khan.

Email Accounts

All students should have an email address that they check regularly.

Cell Phone Policy

Cell phones are to be turned off **BEFORE** entering the classroom. Cell phones can be disruptive and distracting for all members of the class, especially when someone decides to take a call and exits the classroom. Please have RESPECT for your classmates' and your own personal academic time by remembering to turn your phone off.

Academic Honesty Policy

All work should be your own. Plagiarism and copying may result in removal from the course.

Code of Conduct

Please show respect to your teachers, classmates and others on campus. Please do not disrupt class.

If you do not participate in class or are disruptive to other students, you will be asked not to return to the course.

Special Accommodations

Students who wish to request accommodation for a disability may do so by discussing this with the instructors.

This syllabus provides a general plan for the course. Changes in this plan may be necessary and can be made at the discretion of the instructors.

Week 1	M	Sept 24	Inauguration
	T	Sept 25	Placement Interviews
	W	Sept 26	Placement Interviews
	TH	Sept 27	Introductions
Week 2	M	Oct 1	Introductions, syllabus, class rules
	T	Oct 2	NO CLASS: Holiday
	W	Oct 3	NO CLASS: Instructor travel
	TH	Oct 4	NO CLASS: Instructor travel
Week 3	M	Oct 8	Pair work
	T	Oct 9	Pronunciation Practice
	W	Oct 10	Reading to understand
	TH	Oct 11	Discussion Activity
Week 4	M	Oct 15	Pair work
	T	Oct 16	Pronunciation Practice
	W	Oct 17	Reading to understand
	TH	Oct 18	Discussion Activity
Week 5	M	Oct 22	Pair work
	T	Oct 23	Pronunciation Practice
	W	Oct 24	Reading to understand
	TH	Oct 25	Discussion Activity
Week 6	M	Oct 29	Pair work
	T	Oct 30	Pronunciation Practice
	W	Oct 31	Reading to understand
	TH	Nov 1	Discussion Activity
Week 7	M	Nov 5	Pair work
	T	Nov 6	Pronunciation Practice
	W	Nov 7	Reading to understand

	TH	Nov 8	Discussion Activity
Week 8	M	Nov 12	Pair work
	T	Nov 13	Pronunciation Practice
	W	Nov 14	Reading to understand
	TH	Nov 15	Discussion Activity
Week 9	M	Nov 19	To be determined
	T	Nov 20	To be determined
	W	Nov 21	To be determined
	TH	Nov 22	To be determined