

Materials: ELI 168 Fall 2008 on Blackboard, *Success With Presentations Student Workbook*, and in-class material

Week	WEDNESDAYS – in-class meetings, Ed 406	OUTSIDE OF CLASS - Blackboard site	HOMEWORK
<p>Week 1 Oct 8-10</p>	<p>October 8: 4-4:50pm 168 begins</p> <p>Introductions and information Fill out Student Information Form</p> <p>Explanation of SPEAK test results</p> <p>Handouts: Using Audacity and Sound Recorder to make audio recordings (ovh) <i>Communicate 1: Self Introductions</i></p> <p>Speech: Self-introductions</p>	<p>Diagnostic - Clear Speaking Test</p> <p>Review English sound system and major areas for improving pronunciation</p> <p>Planning the first class period: Read pp.1-8, Adequate Planning, in <i>Success with Presentations</i></p> <p>Pronunciation websites and materials</p>	<p>Begin pronunciation log</p> <p>Oct. 13: Email recording of Clear Speaking Test by 5pm.</p> <p>Oct. 13: Read and respond to Planning the 1st Class Period on Blackboard by 5pm.</p>
<p>Week 2 Oct 13-17</p>		<p>Complete and share information about TA requirements in your department; comments on other postings</p> <p>Rhythm - syllables and word stress</p> <p>Field-specific terms - practice to improve pronunciation</p> <p>Read Introducing a syllabus - prepare for a mini-lecture next week</p>	<p>Continue pronunciation log/technical terms log</p> <p>Read the field-specific terms for your field (in Documents). Make sure you can say all of these correctly. Select at least 10 to add to your pronunciation log.</p> <p>Oct. 13: Email recording of Clear Speaking Test by 5pm.</p> <p>Oct. 13: Read and respond to Planning the 1st Class Period on Blackboard by 5pm.</p> <p>Oct 13: Try at least two websites; share your comments on Blackboard by 5pm.</p> <p>Oct 15: Complete "Info Gathering" (Info_Gathering_GTA.doc) about requirements for TAs in your dept and post results on Blackboard by 5pm</p> <p>Oct. 15: Download and listen to Rhythm.ppt - syllables and word stress Read Compensation Strategies.doc</p> <p>October 17: Comment on at least two postings about requirements for TAs in other departments by 5pm.</p> <p>Read Introducing a Syllabus and prepare a mini lecture: Introducing a Syllabus for October 22 meeting</p>

<p>Week 3 Oct 20-24</p>	<p>October 22: 4-6pm Mini-lecture #1: Introducing a syllabus (Giving directions)</p>	<p>Introducing a Syllabus Self-critique Record, playback & critique how-to Pronunciation: Compensation strategies <i>Success with Presentations</i> – Unit 7: An Understandable Delivery Sentence Focus Recording of technical words</p>	<p>Continue pronunciation log/technical terms log Read Compensation Strategies.doc (Documents) Do the Classroom Terms exercise (Documents) Oct 20: Read and respond to <i>Success with Presentations</i> – Unit 7 - An Understandable Delivery by 5pm October 24: Technical terms log: post your list of 10 technical terms on the Discussion Board with an explanation of why you chose these terms and email your list and recording to the teacher by 5pm.</p>
<p>Week 4 Oct 27-31</p>		<p>Reviewing videos Pronunciation work <i>Success with Presentations</i> Unit 2 - Audience Analysis and Expectations of US Students <i>Success with Presentations</i> – Unit 4 - Working with Visuals Presenting Clear Explanations Presentation (record on your own)</p>	<p>Oct 27: Read and respond to <i>Success with Presentations</i> Unit 2: Audience analysis and Expectations of US Students in the Discussion Board by 5pm Oct. 27: View your own video of Introducing a Syllabus & share what you have learned on Blackboard by 5pm. Use the Self-evaluation form (Documents-Introducing a Syllabus) to self-critique. Oct 29: Plan and record Mini-lecture #2: Explaining a Visual (giving examples) by 5pm (Critique due by Nov 5) Oct 31: Read and respond to <i>Success with Presentations</i> Unit 4: Working with Visuals in the Discussion Board by 5pm</p>
<p>Week 5 Nov 3-7</p>		<p><i>Success with Presentations</i> Unit 6 – Effective Visual Aids Pronunciation: Emphasizing structure words Pronunciation log due <i>Clear Speech</i>: TBA, based on problem sounds in mini-lectures Defining a Term mini-lecture</p>	<p>Nov 3: Read and respond to <i>Success with Presentations</i> Unit 6: Effective Visual Aids in the Discussion Board by 5pm Nov 3: Respond to two other comments from earlier postings Nov 5: Pronunciation log due by 5pm (email to Deborah) Nov 5: Critique of your Explaining a Visual speech due by 5pm. Use the Self-evaluation form to self-critique.</p>
<p>Week 6 Nov 10-14</p>	<p>November 10-14 Individual conferences - time TBA</p>	<p><i>Success with Presentations</i> Unit 5 – A Dynamite Conclusion Pronunciation: Sentence emphasis <i>Clear Speech</i>: Unit 15, stress/intonation in thought groups</p>	<p>Continue pronunciation log/technical terms log Nov 12: Read and respond to <i>Success with Presentations</i> Unit 5 in the Bulletin Board by 5pm Nov 14: Mini-lecture #3: Defining a Term (giving examples)- present and tape by 5pm (Critique due Nov 14) Nov 14: Critique of your Defining a Term lecture due by 5pm Prepare for your Describing a Process mini-lecture on Nov 19</p>

<p>Week 7 Nov 17-21</p>	<p>November 19: 4-6pm Mini-lecture #4: Describing a Process</p>	<p><i>Communicate 7: Presenting a Topic of General Interest</i> Viewer focus: Q & A</p>	<p>Continue pronunciation log/technical terms log Nov 17: Submit the outline for your Nov. 19 mini-lecture by 5pm (email to Deborah) Nov 21: Read and respond to Presenting a Topic of General Interest (Documents) Nov 21: Decide on a topic for a general interest speech; post your topic on the Discussion Board by 5pm Nov 21: Respond to at least 2 comments from earlier postings by other students</p>
<p>Week 8 Nov 24-26</p>		<p>Unit 9 – Handling Questions Emphasis and key terms Pronunciation log due (November 28 Thanksgiving Holiday)</p>	<p>Nov 24: Read and respond to <i>Success with Presentations</i> Unit 9: Handling Questions in the Discussion Board by 5pm Nov 24: Pronunciation log/technical terms log due by 5pm Nov 26: Final speech plan and three questions that you think your students might ask due by 5pm Nov 26: Submit at least one question to three other students about what you'd like to know about their topics</p>
<p>Week 9 Dec 1-5</p>	<p>MONDAY, December 1 4-4:50pm and WEDNESDAY, December 3 4-4:50pm Final Exam: Mini-lecture #5: Topic of General Interest</p>	<p>Viewer focus: Body language Viewer focus: Q & A</p>	<p>Prepare for final exam Submit a self-evaluation about your final exam by Monday, December 8</p>
<p>Week 10 Dec 8</p>	<p>Individual meetings with the instructor to discuss results and next steps</p>		