

University of Puerto Rico
Rio Piedras Campus
College of Business Administration
Business Communication Department

SYLLABUS

TITLE	:	SPEECH IMPROVEMENT	
CODE	:	INCO 3008	
HOURS/CREDITS	:	30 hours / 2 credits	
PREREQUISITES:	:	INGL3102	
COURSE DESCRIPTION:			
Study of English phonetics and their effect on oral expression. Systematic exercises for the correct production on the sound patterns that give the Spanish-speaking student greater difficulty with special emphasis upon rhythmic patterns and intonation. Face to face, online and hybrid.			
COURSE OBJECTIVES:			
Consistent with the Business English Department’s general objectives, by the end of the course, the student will be able to:			
A. Communicate in English with increased ease. B. Communicate in English with self-confidence. C. Develop oral communication skills. D. Develop nonverbal communication skills. E. Develop effective listening skills. F. Increase their general business vocabulary. G. Become aware of the importance of preparing for business presentations. H. Solve problems that occur during the development of business presentations. I. Solve problems that occur during the delivery of business presentations. J. Design oral business presentations. K. Develop oral business presentations. L. Deliver oral business presentations.			
CONTENT OUTLINE & TIME DISTRIBUTION:			
Topic	Time Distribution		
	Face to face	Hybrid	Online
I Introduction	2 hours	2 hours	2 hours
A. Getting to know each other		(face to face)	

B. Discuss the syllabus and course outline			
II Business Article Discussion A. Article (To be announced) B. Panel discussion C. Debate	2 hours	2 hours (face to face)	2 hours
III How to give a business demonstration A. Business Demonstration Project B. Business Demonstration Presentation	6 hours	6 hours (2.5 face to face and 3.5 online)	6 hours
IV The Business Meeting A. Different business meetings B. Business meeting presentation	10 hours	10 hours (online)	10 hours
V How to give a formal business report A. Reading Selections B. Business Report Presentation	2 hours	2 hours (online)	2 hours
VI The Résumé A. How to prepare a résumé	4 hours	4 hours (online)	4 hours
VII The Job Interview A. Preparing for a job interview B. Going on a job interview (final exam)	4 hours	4 hours (online)	4 hours
Total Contact Hours	30 hours	30 hours (6.5 face to face = 22% y 23.5 online = 77%)	30 hours

INSTRUCTIONAL TECHNIQUES:

The course is student centered; therefore, students are required to actively participate in class through a variety of strategies which will include creative dramatics (role play). Collaboration among students is expected while reacting to oral discourse. Peer response, and group collaboration during class activities and presentations will be promoted for added practice in listening and speaking skills, as well as building vocabulary.

Students will participate in a variety of spontaneous and planned business simulations:

- formal and informal discussions
- panel discussions
- formal business presentations
- a job interview
- problem solving meetings

The course will use some of the following instructional techniques:

FACE TO FACE	HYBRID	ONLINE
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<ul style="list-style-type: none"> • Lectures • Readings • Group projects • Individual Assignments • Measurement activities • Hands on activities • Oral Presentations 	<ul style="list-style-type: none"> • Online instructional modules • Online readings: Academic Journal • Instructional Videos • Group projects • Individual Assignments • Measurement activities • Hands on activities • Oral Presentations • Live online and recorded videoconferences 	<ul style="list-style-type: none"> • Interactive instructional modules • Online readings: Academic Journal • Instructional Videos • Group projects • Individual Assignments • Measurement activities • Hands on activities • Oral Presentations • Live online and recorded videoconferences
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COURSE RESOURCES AVAILABLE OR/AND REQUIRED:

Resources/Equipment	Face to face	Hybrid	Online
Institutional Learning Management System (e.g. Moodle, MS Teams, Google Meet)	Institution	Institution	Institution
Organizational email (upr.edu)	Institution	Institution	Institution
Computer, Tablet or Smartphone with high-speed access to the internet or data plan.	Student	Student	Student
Software (MS Office, Google Suite)	Student	Student	Student
Speakers	NA	Student	Student
Webcam AND Microphone or Smartphone with camera and data plan	NA	Student	Student

EVALUATION TECHNIQUES: (Sample eval techniques)

Face to face	Hybrid	Online
Homework20%	Homework..... 20%	Homework20%
Exams... 30%	Exams..... 20%	Exams... 20%
Portfolio 10%	Oral Presentations. 10%	Portfolio..... 10%
Oral Presentations.....10%	Reflections..... 10%	Group Project20%
Reflections... 10%	Research Group Projects 20%	Online discussion forum participation10%
Group Project.....20%	Online discussion forum participation10%	Online Oral Presentations 10%
	Electronic Portfolio..... 10%	Live- online meetings10%
Total...100%	Total...100%	Total..... 100%

REASONABLE ACCOMODATION ADA LAW:

Según la Ley de Servicios Educativos Integrales para Personas con Impedimentos, todo estudiante que requiera acomodo razonable deberá notificarlo al profesor el primer día de clase. Los estudiantes que reciban servicios de Rehabilitación Vocacional deben comunicarse con el (la) profesor(a) al inicio del semestre para planificar el acomodo razonable y el equipo de asistencia necesario conforme a las recomendaciones de la Oficina de Servicios a Estudiantes con impedimentos (OSEI) del Decanato de Estudiantes. También aquellos estudiantes con necesidades especiales de algún tipo de asistencia o acomodo deben comunicarse con el (la) profesor(a). Si un alumno tiene una discapacidad documentada (ya sea física, psicológica, de aprendizaje o de otro tipo, que afecte su desempeño académico) y le gustaría solicitar disposiciones académicas especiales, éste debe comunicarse con la Oficina de Servicios a Estudiantes con Impedimentos (OSEI) del Decanato de Estudiantes, a fin de fijar una cita para dar inicio a los servicios pertinentes.

Under the Comprehensive Educational Services Act for Persons with Disabilities, any student who requires reasonable accommodation must notify the teacher on the first day of class. Students receiving Vocational Rehabilitation services should contact the teacher at the beginning of the semester to plan the reasonable accommodation and the necessary assistance team in accordance with the recommendations of the Office of Student Services (OSEI) of the Student Decan. Also those students with special needs of some type of attendance or assistance should contact the teacher. If a student has a documented disability (whether physical, psychological, learning, or otherwise, affecting academic performance) and would like to request special academic provisions, the student must contact the Student Services with Disabilities Office (OSEI) of the Student Deanship, in order to set an appointment to start the relevant services.

SEX AND GENDER DISCRIMINATION POLICY

“The University of Puerto Rico prohibits sex and gender discrimination in every modality, including sexual harassment. According to “la Política Institucional contra el Hostigamiento Sexual en la Universidad de Puerto Rico, Certificación Núm. 130, 2014-2015 de la Junta de Gobierno”, if a student is being or has been affected by the behavior or conduct related to sexual harassment, s/he can contact the Oficina de Procuraduría Estudiantil, the Decanato de Estudiantes or the Coordinadora de Cumplimiento con Título IX for orientation or to report a complaint.”

ACADEMIC INTEGRITY

"The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person's answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws."

To safeguard the integrity and security of the user data, every hybrid and online course will be offered through one of the institutional Learning Management Systems, which use secure connection and authentication protocols. The LMS systems verify your identity by using your institutional username and password (your upr.edu account). It is the user's responsibility to protect their account by not sharing their username or password.

GRADING SYSTEM

A B C D F

BIBLIOGRAPHY

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Swartz, S., Barbosa, B., & Crawford, I. (2019). Building Intercultural Competence Through Virtual Team Collaboration Across Global Classrooms. *Business and Professional Communication Quarterly*, 83(1), 57-79. doi:10.1177/2329490619878834

Other Resources

The Business Communication Department YouTube channel.
<https://www.youtube.com/channel/UCfbKOqKid3hSL1GlyJLKLgQ/videos>