

Spring 2024

## **ENGL 603-002: Speaking English in Professional Situations**

Jerome Paris

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**English 603-002 (Spring 2024)**  
**Speaking English in Professional Situations**

**Professor:** Dr. Jerry Paris  
**Office:** Cullimore 416  
**Office Hours:** Thurs. 2:30 to 3:30; Fri. 1:30 to 2:30  
or by appt, including Webex or Zoom.  
**Email:** paris@njit.edu  
**Course location:** CKB 310  
**Course Schedule:** Tues/Thurs 1-2:20 p.m.

**Course Description**

This course will help you to speak English effectively in academic and professional situations. These situations include leading seminars and other group discussions; giving an oral defense of the dissertation proposal and the dissertation itself; presenting at professional conferences; providing instruction as a teaching assistant or instructor; presenting yourself professionally on video platforms (Webex, Zoom); effective use of PowerPoint; succeeding in job interviews (face to face, online, telephone interviews). The course is designed for PhD students whose first language is not English, but it is also open to master's students and those whose first language is English.

The approach is practical, and the course is taught in workshop format. Every class meeting provides practice in speaking professionally, including speaking clear, easily comprehensible English. Some oral presentations in the course are video-recorded and receive individualized feedback from the course instructor as well as from students in the course. Whenever possible, students make presentations directly related to their academic work: dissertation proposal defenses and dissertation defenses, conference presentations, instructional work (for TAs), oral reports in courses, and so on.

**Course Materials**

All course material will be available on Canvas and online.

**Course Objectives** By the end of the course you should have attained the following:

- 1—Strengthened oral communication skills, especially skills relevant to speaking in academic and professional contexts
- 2—Ability to perform effectively in varied academic and professional situations, including professional conferences, the oral defense of the dissertation proposal and of the dissertation itself, seminars, job interviews, and some teaching situations.
- 3--Ability to speak English with clear, accurate pronunciation
- 4—Ability to speak in public with voice projection, eye contact, natural gestures, rapport with the audience.
- 5—Ability to strengthen your skills in these areas on you own.

## Other

- This course has no prerequisites.
- The final course grade is ‘Satisfactory’ or ‘Unsatisfactory’ (S or U).
- The final grade for this course is not part of a student’s cumulative Grade Point Average (GPA).
- **More than 5 unexcused absences may result in an automatic final grade of ‘Unsatisfactory’ (except in the case of a medical notification signed by a doctor or nurse and delivered by the student to the Office of the Dean of Students).**
- On-time submission of all assignments (oral presentations, audio exercises).
- Violations of academic integrity (cheating / academic dishonesty) are handled in accord with school policy. The University Code on Academic Integrity is available at: <http://www.njit.edu/academics/integrity.php>

*“Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: <http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.*

*Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at [dos@njit.edu](mailto:dos@njit.edu)”*

ACTIVITIES	DESCRIPTION
Long presentation	One oral presentation: 10 to 15 minutes long, relating to some area of your academic work: dissertation, journal article, conference presentation, an oral report in one of your courses.
Audio recordings	Student makes six short audio recordings to improve clarity and accuracy in speaking English. The student receives individualized audio-recorded feedback from the course instructor for each recording.

Extemporaneous speaking.	There are numerous in-class extemporaneous short oral presentations to strengthen fluency in English and to develop skill in making a presentation when preparation time is minimal.
Speaking Simulations	The course uses simulations of a variety of professional and academic speaking situations, including conference presentations, dissertation proposals and defenses, and job interviews to strengthen skills in these situations.

## Resources

### *Conference Presentations*

#26: *First conference presentation? 17 life-saving tips.* Tress Academic. 2019.

<https://tressacademic.com/first-conference-presentation/?cookie-state-change=1645331277710>

*Presenting at Conferences and Seminars.* McGill University. Graduate and Postdoctoral Studies. 2022.

<https://www.mcgill.ca/gradsupervision/timelines/emergence-independent-researchers/presenting>

*Tips for Creative Effective Powerpoint Presentations .* University of Nebraska-Lincoln. Office of Graduate Studies. Graduate Connections. 2022.

<https://www.unl.edu/gradstudies/connections/tips-creative-effective-powerpoint-presentations>

*Oral Communication.* Engineering Communication Program. University of Toronto. 2020.

<https://ecp.engineering.utoronto.ca/resources/online-handbook/oral-communication/>

### *Job Interviews*

*Body Language.* Forbes. 2 December 2011.

<https://www.youtube.com/watch?v=VV1cMmCKxmY>

*Video Resources.* Fisher School of Business. The Ohio State University. 2022.

<https://fisher.osu.edu/careers-recruiting/students/undergraduate-students/video-resources>

*The Art of the Academic Interview.* Stearns Center for Teaching and Learning. George Mason University. 2022. <https://stearnscenter.gmu.edu/for-graduate-students/the-art-of-the-academic-interview/#:~:text=Getting%20a%20first%2Dround%20interview,often%20happens%20in%20the%20humanities.>

### *Speaking About Your Dissertation*

Tippins, Steve. *Dissertation Proposal Defense: 12 Tips for Effective Presentation*. 11 May 2020. <https://www.beyondphdcoaching.com/dissertation/dissertation-proposal-defense/>

----- *Preparing for Your Dissertation Defense*. 4 April 2018  
<https://www.beyondphdcoaching.com/dissertation/dissertation-defense/>

### **TENTATIVE SCHEDULE**

*\*\*\*The schedule and assignment dates are approximate and subject to change. You are responsible for checking your NJIT email for updates. \*\*\**

#### **WEEK 1** Tues., Jan. 16

Introduction to Speaking in Professional Situations

Differences between everyday speaking and speaking in professional situations

Speaking with confidence

*Speaking English 1*. Inventory of your speaking skills.

Presentation in class (3 min):

Introduce yourself: Before you start, write your name and major on the board.

Tell us something about yourself.

Then, speak about yourself and public speaking--some or all of the following:

What do you want this course to do for you?

Tell us about your public speaking experience: clubs, work, school classes, interviews, teaching, conferences, drama, politics, singing...

Describe in detail a specific speaking experience: What? When?

Where? / How did you feel? / How did it go?

#### **WEEK 2** Tues., Jan. 23 / Thurs., Jan. 25

Present a commercial (a spoken advertisement, as on radio / television / Youtube) for a product, service, tourism... Please do not try to sell us your iphone, or any other device.

Present the commercial first in your native language, and then in English. Bring a visual (an object / a printout big enough for the audience to see / slides that you can project). Prepare the presentation before class. There will be in-class rehearsal (practice). You want to persuade the audience to buy what you are selling. Length: 1 min. for each language.

Leading Group Discussions

*Speaking English 2*. Thought Groups / Phrasal Stress

#### **WEEK 3** Tues., Jan. 30 / Thurs., Feb. 1

Debating

*Speaking English 3*. Intonation

#### **WEEK 4** Tues., Feb. 6 / Thurs., Feb. 8

Mini-Lesson 1

*Speaking English 4*. Organizational Cues in Speaking

**WEEK 5** Tues., Feb. 13 / Thurs., Feb. 15  
 Defending the Dissertation Proposal  
*Speaking English 5.* Clear Speech (Articulation)

**WEEK 6** Tues., Feb. 20 / Thurs., Feb. 22  
 Defending the Dissertation  
*Speaking English 6.* Rhythm / Dynamics / Rate of Speech

**WEEK 7** Tues. 27 / Thurs., Feb. 29  
 Mini-Lesson 2  
*Speaking English 7.* Sound Contrasts #1: /s/ and /ʃ/ see/she

**WEEK 8** Tues., March 5 / Thurs., March 7  
 Job Interviews 1: Answering the Questions.  
*Speaking English 8.* Sound Contrasts #2: /æ/ and /e/ rain/wren

**SUNDAY, MARCH 10 – SATURDAY, MARCH 16 – Spring Recess**  
 No Classes Scheduled, University Open

**WEEK 9** Tues., March 19 / Thurs., March 21  
 Job Interviews 2: Video Interviews & Phone Interviews  
*Speaking English 9.* Sound Contrasts #3: Final /s/ and /z/ bus/buzz  
 Nov. 2<sup>nd</sup>: Guest speaker: Hiring in industry

**WEEK 10** Tues., March 26 / Thurs., March 28  
 Individual Meetings with Course Instructor (Where You Are Now; the Way Forward)

**WEEK 11** Tues., April 2 / Thurs., April 4  
**N: Last Day to Withdraw from Classes**  
 Speaking at Conferences  
*Speaking English 10.* Pronunciation of Key Words in Your Field 1

**WEEK 12** Tues., April 9 / Thurs., April 11  
 Speaking on Video Platforms / Designing Effective Slide  
*Speaking English 11.* Pronunciation of Key Words in Your Field 2

**WEEK 13** Tues., April 16 / Thurs., April 18  
 Final Presentation 1

**WEEK 14** Tues., April 23 / Thurs. April 25  
 Final Presentation 2

**WEEK 15** Tuesday, April 30, is on a Friday Schedule.