Course: Professional Communications for ESL: Financial Math 661.613
Semester: Fall, 2014
Day/Time: Fridays, 1-3 p.m.
Room: Whitehead Hall, Room 304

Instructor: Denise Link-Farajali, ESL Specialist and Lecturer
16 Maryland Hall               Office Hour: Immediately after class
Voice mail: 410-532-5740     E-mail: <Farajali@comcast.net>

(NB: These texts will also be used for the Spring, 2014 continuation course with me. You will not need to purchase any more books!)

Course Overview and Rationale: This course will prepare you to be competitive in the world of business by offering you some of the oral and written communication techniques you need to be successful. While working to enhance pronunciation, grammar, idiomatic expressions, and business vocabulary, you will work to speak comfortably in business social settings and meetings and to write effectively in a variety of modes not limited to e-mails, memoranda, resumes, and summary reports. The overall goal for all assignments is to speak and to write in clear, effective English. Moreover, improving oral and written communications will give you confidence, help you to make a good impression, and just maybe give you that “edge” you need to get the job you want or the project you desire once employed. Finally, individual pronunciation conferences will be scheduled with each of you throughout the semester.

Course Objectives: At the conclusion of this course, you should be able to:

1. introduce yourself effectively in a business social setting,
2. compose appropriate e-mail and memoranda, addressing various audiences,
3. leave a professional voice mail message,
4. write a resume,
5. summarize an article from a financial journal or newspaper,
6. constructively criticize the work of peers, and
7. gain confidence in participating in meetings and making an oral presentation.
The ABET Outcomes include:

1. Ability to design a system, component, or process to meet desired needs (c),
2. Understanding of professional and ethical responsibility (f),
3. Ability to communicate effectively (g),
4. Recognition of the need for and an ability to engage in lifelong learning, (f), and
   5. Knowledge of contemporary issues (j).

Grades: You will have 3 oral assignments that will be graded in addition to 4 written ones and one general Participation Grade. Written directions for each will be passed out and thoroughly discussed in class at the appropriate time. On these handouts, you will find very specific details about assignment lengths, due dates, grade values, and grading criteria. In most cases, I will return your graded assignments the next class period, excluding the summary reports, which will take 2 weeks to grade.

Your Participation Grade is based on attendance, late arrivals, attitude, group work, and general improvement throughout the course. Your willingness to help your peers and to offer constructive criticism when required as well as your open-mindedness to others' views will be strongly factored into this grade.

Specifically, the course grade — 80% cumulative signifies a passing grade in this Pass/Fail course — is based on the following:

- E-mail Response/Request 10%
- Voice mail 10%
- Memo 10%
- Resume 20%
- Article Summary Report 20%
- Oral Presentation 15%
- Participation 10%
- Self Critique/Pro-active Plan 5%
**Ethics and Academic Integrity:** The strength of the University depends on academic and personal integrity. In this course, you must be honest and truthful. Ethical violations include cheating on exams, plagiarism, reuse of assignments, improper use of the Internet and electronic devices, unauthorized collaboration, alteration of graded assignments, forgery and falsification, lying, facilitating academic dishonesty, and unfair competition.

In addition, in my course, the following ethics guidelines holds true. For your own protection now and in the future, keep notes, scribblings, and drafts of all assignments to prove that you did your own work; I may ask for them throughout the course. To wit, I, myself, tolerate no plagiarism. You may, however, collaborate with other students in this course, but only under conditions that I will set forth for a given assignment.

*Report any violations you witness to the instructor, and if you have any questions about this or anything else, my door is always open to you. Just ask!*

Finally, you can find more information about university misconduct guidelines on the web at these sites:

1. For undergraduates: http://e-catalog.jhu.edu/undergrad-students/student-life-policies/
2. For graduate students: http://e-catalog.jhu.edu/grad-students/graduate-specific-policies/

**Course Policies:**

**Attendance and Tardiness:** Attendance is required at all class sessions. We only meet once weekly and only 13 times at that! Therefore, it seems reasonable that if you miss more than 2 sessions in this course, you cannot pass. Have your lunch and come to class at 1:30 p.m. I promise you won't be bored as it'll be very interactive and will contain language, interesting cultural differences, and tidbits that you need to succeed in business. Coming on time is important as well in that I'll start right at 1:30 p.m.; however, on those very rare occasions when you are late, come in quietly, having already turned off your cell phone, please.

**Participation:** Since this is an interactive course, you need to get involved. It will help you feel more comfortable to do so in business meetings, conferences, and other
business social settings in the future. Besides, it is part of your grade! Too, an open-minded attitude is crucial to the success of all of us. We may not always agree with each other, but in this course, you do need to listen politely as we brainstorm.

**Classroom Policies:** While I don't mind drinking during the class, kindly refrain from eating as it's disturbing to everyone. Cell phones should be turned OFF, not just silenced. If you are expecting an emergency call – and this should be the exception and not the rule – tell me, please, at the beginning of the class. Even a wave of a phone in the air will do. Then leave the room to take your emergency call, and return when you are able. As a matter of course, all electronic devices need to be turned off except on those particular days when the use of a laptop is designated. Finally, no checking of e-mail or texting is permitted.

**Special Needs and Learning Disabilities:** I will help in any way possible! Please turn in documentation and register with the Associate Director for Disability Services in Garland Hall, Suite 130, at 410-516-8949. For additional information, refer to: http://jhuaa.org/DSS/index.html

**Late Assignments/ “Do-overs”:** All assignments are due at the start of class on the dates indicated on the Assignment Sheets. If you e-mail or phone me at least 24 hours in advance of the due date, I will make special arrangements with you. If you miss the deadline, I cannot accept your work, and you will receive a “0” for that assignment.

Each of you will be allowed one opportunity this semester to re-do an assignment. The grade for the re-worked one will be averaged with the other for a composite grade for that particular assignment. No prior arrangement need be made with me. The “do-over” must be turned in by the last class meeting with no exception.

**Anticipated Syllabus with Due Dates for Assignments (subject to change):**

**Week 1, August 29**
- Introduction to course, policies, assignments.
- Writing sample. Oral interviews.

**Week 2, September 5**
- Cultural differences. Brainstorming. Ice breakers and effective business introductions.
Week 3, September 12  Pronunciation concerns. “Educated guesses”
Assignment #1 due.

Week 4, September 19  Individual pronunciation conferences. E-mail, memoranda, and voice mail messages.

Week 5, September 26  Resumes and CV's: types and pitfalls.
Assignments #2 and #3 due (NB: The voice mail may be left at anytime during the week prior)

Week 6, October 3  Constructive criticism. Peer review of resumes.
Assignment #4 draft due.

Week 7, October 10  Summarizing technical articles. Ethical challenges.
Assignment #4 finished product due.

There will be no classes held on Friday, October 17 for Fall Break.

Week 8, October 24  Group practice in not plagiarizing.

Week 9, October 31  Peer review of summary reports.
Assignment #5 draft due.

Week 10, November 7  Fundamentals of effective oral presentations.
Assignment #5 finished product due.

Week 11, November 14  Oral presentation trial runs in groups.
Assignment #6 draft due.

Week 12, November 21  Oral presentations.
Assignment #6 final paper due.
No classes are held November 23 – 30 to celebrate Thanksgiving Week.

Week 13, December 5

(N.B. We will probably need to stay late to finish everyone's presentations....)

Oral presentations.

Assignment #7 due.