

# Listening & Speaking in Public (2108371) – Semester Plan

## In the Work Place (WP)

## In the Community (Com)

Week	Book	Chpt.	Topics	Practice	Page
1	X	X	<b>Introduction</b>		X
Nov 20-21			Who is Teacher Devora?		
			Who is Teacher Matt?		
			Kahoot – Getting to know YOU		
			Introduction to Speaking in Public – The Where & the Why		
			<a href="#">12 Rules of Great Public Speaking</a>		
			<b>Group Practice</b> – Give a 1-minute talk on your favorite hobby		
			How to Use the Textbooks & the Canvas Class Page		
2	<u>COM</u>	1	<b>Reception, Respect, and Relationships</b>		7
Nov 27-28			Introduction	<b>Formal &amp; Informal Speech</b>	9-12
			<b>Listening</b>		23-31
				Strategy: Recognizing Details	
				Strategy: Using the Context to Understand Words	
				Strategy: Recognizing Word Families	
			<b>Speaking</b>		42-48
				Pausing Before Tag Questions	
				Tag questions – rising or falling intonation	
				<b>Practice:</b> Getting Information from a stranger	
				<b>Practice:</b> Getting Information from a friend.	
			Wrap Up		49-51
3	<u>WP</u>	1	<b>Workplace Environment</b>		8
Dec 04-05			Introduction	<b>Common workplace interactions and behaviors</b>	9-10
			<b>Listening</b>		18-24
				Comprehension Listening: Orientation Excerpts	
				Strategy: Listening for thought groups	
				Strategy: Read the questions first	
				Strategy: Understand the order of instructions	
				<b>Mentor Advice:</b> Check for understanding	
			<b>Speaking</b>		33-37
				Pronunciation: Multi-syllable word stress (	
				Strategy: Listen for thought groups	
				Strategy: Make connections and clarify	
				<b>Practice:</b> Workplace Greetings	
				<b>Mentor Advice:</b> Informal workplace Conversations	
				<b>Mentor Advice:</b> Reflect on your behavior	
			Wrap up		39-41
4	<u>COM</u>	2	<b>Requests and Responses</b>		59
Dec 11-12			Introduction	<b>Direct/Indirect speech &amp; Formal/Informal Speech</b>	61-64
			<b>Listening</b>		78-86
				Strategy: Recognizing Cognates, or Word Families	
				Strategy: Inferring Meaning from Context	
			<b>Speaking</b>		99-105
				Expressing Mood Through Word Stress	
				Expressing Mood Through Word Choice	
				<b>Practice:</b> Direct Speech	
				<b>Practice:</b> Indirect Speech	
			Wrap Up		106-108
5	X	X	<b>How to Organize a Presentation</b>		X
Dec 18-19			Brainstorming Your Topic		
			Outlining & Note Cards		
			The importance of Pacing (Slow Down!!)		
			<a href="#">5 Quick Tips to Improve PowerPoint Presentation</a>		
			<b>Group Practice</b> – Brainstorm your Midterm presentation in groups		
			Audience Matters – Who are you speaking to?		
			Using Signal Words to Help Your Listener		

Week	Book	Chpt.	Topics	Practice	Page	
6	<u>WP</u>	2	<b>Personal Management</b>		<b>45</b>	
Dec 25-26			Introduction	Personal Management Skills	46-47	
			Listening		59-69	
				Strategy: Identify Key Words		
				Strategy: Summarize, don't retell		
				Mentor Advice: Reflect on your Personal Management Skills		
			Speaking		78-84	
				Strategy: Focus on sentence stress		
Practice: Summarizing Articles						
			Mentor Advice: Recognize Indirect Speech			
		Wrap up		85-87		
7	<u>COM</u>	3	<b>Permission, Prohibitions, and Obligations</b>		<b>113</b>	
Jan 01-02			Introduction	Personal and Impersonal Obligations	115-119	
			Listening		132-141	
				Strategy: Recognizing Facts		
				Strategy: Inferring Meaning from Context		
				Strategy: Recognizing Meaning from Direct and Indirect Clues		
				Strategy: Recognizing Cognates, or Word Families		
			Speaking		153-160	
				Recognizing Obligation and Prohibition		
				Contracting Verbs		
Practice: Kindly Explaining Prohibitions, Requirements, & Suggestions						
			Practice: Strictly Explaining Prohibitions, Requirements, & Suggestions			
		Wrap Up		161-163		
8		3	<b>Workplace Communication</b>		<b>90</b>	
Jan 08-09			Introduction	Body Language, Eye Contact, & Clear Communication	91-94	
			Listening		105-111	
				Strategy: Content Words – Nouns, Verbs, Adjectives		
				Mentor Advice: Parts of a Presentation		
			Speaking		118-123	
				Strategy: Listening for thought groups		
				Practice: Presenting Job Profiles		
			Mentor Advice: Reflect on Workplace safety rules & policies			
		Wrap up		124-126		
9	X	X	<b>The American Workplace</b>		X	
Jan 15-16			Key differences between Canadian & American workplace Group Practice: Describe the Thai workplace culture 4 Differences in the American Workplace Group Practice: Teambuilding Games 3-Question mingle Four Quadrant Game			
10			<b>MIDTERM – Game day – Midterm Exam review with Devora</b>			
Jan 22-23						
11	<u>COM</u>	4	<b>Apologies and Excuses</b>		<b>167</b>	
Jan 29-30			Introduction	Apologies & Excuses	169-173	
			Listening		188-198	
				Strategy: Recognizing Facts		
				Strategy: Retelling Details		
				Strategy: Recognizing Cognates, or Word Families		
				Strategy 2: Recognizing Meaning from Direct and Indirect Clues		
			Speaking		210-216	
				Choppy vs. Flowing Speech: Linking Words		
Expressing Apologies/Excuses						

Week	Book	Chpt.	Topics	Practice	Page
				<a href="#">Practice: Apologize</a>	
				<a href="#">Practice: Make an Excuse</a>	
			<a href="#">Wrap Up</a>		217-219
12	<a href="#">WP</a>	4	<b>Clients and Customers</b>		129
Feb 05-06			Introduction	<a href="#">Customer Service &amp; Compliments</a>	130-133
			<b>Listening</b>		142-148
				<a href="#">Strategy: Read the questions first</a>	
			<b>Speaking</b>		156-160
				<a href="#">Strategy: Listening for thought groups</a>	
				<a href="#">Practice: Dealing with Customer Complaints</a>	
				<a href="#">Mentor Advice: Reflect on Customer Complaints</a>	
			<a href="#">Wrap up</a>		161-163
13	<a href="#">COM</a>	5	<b>Opinions, Clarifying, and Filtering</b>		224
Feb 12-13			Introduction	<a href="#">Public vs Personal Conversations</a>	226-230
			<b>Listening</b>		246-256
				<a href="#">Strategy: Recognizing Facts</a>	
				<a href="#">Strategy: Retelling Details</a>	
				<a href="#">Strategy: Identifying Details</a>	
				<a href="#">Strategy: Recognizing Cognates, or Word Families</a>	
			<b>Speaking</b>		266-273
				<a href="#">Pronouncing -ed</a>	
				<a href="#">Expressing Opinions</a>	
				<a href="#">Practice: Formal Opinion 1</a>	
				<a href="#">Practice: Formal Opinion 2</a>	266-273
			<a href="#">Wrap Up</a>		274-277
14	X	X	<b>What is Networking?</b>		X
Feb 19-20			<a href="#">Reframing Networking</a>		
			<b>Group practice:</b> Who is in your network now?		
			<a href="#">Tips – How to Grow Your Network</a>		
			How to Shape Your Network: What can you give vs. What do you need?		
			<b>Group practice:</b> Can you help a classmate grow their network?		
			<a href="#">Interviewing in America - Tips</a>		
			<a href="#">Pronouncing American Names</a>		
15	<a href="#">WP</a>	5	<b>Career Management</b>		167
Feb 26-27			Introduction	<a href="#">Workplace Feedback</a>	168-171
			<b>Listening</b>		180-186
				<a href="#">Strategy: Read the questions first</a>	
			<b>Speaking</b>		192-197
				<a href="#">Strategy: Listening for thought groups</a>	
				<a href="#">Practice: Presentation: Employability Skills and SMART Goals</a>	
				<a href="#">Mentor Advice: Giving Presentations</a>	
				<a href="#">Mentor Advice: Reflect on Setting Goals</a>	
			<a href="#">Wrap up</a>		198-200
16	<b>FINAL– Game day – Final Exam review with Devora</b>				
Mar 04-05					