

Workplace Communication

Fall 2021

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Course Description

This course is designed to give sophomore students practical opportunities to read, write, speak, listen and think in business situations. This course will be taught in a communicative manner with the focus on learners' needs. Whenever possible, activities and materials will be used that relate to the business world.

Course Goals

- 1) **Outcome 1:** students will be able to read, evaluate and analyze 700 – 800 word English articles related to business and write summaries of those articles. (Reading and Writing)
- 2) **Outcome 2:** students will be able to create a variety of business related written documents based on research and discovery. Minimum of 800 Words. (Thinking and Writing)
- 3) **Outcome 3:** students will be able to speak with others in a business/vocational situation. (Speaking, Listening and Thinking)

Course Expectations

As your instructor, I will do my best to prepare all lessons to give you opportunities to use all of your language skills: speaking, listening, reading, writing and thinking. It's up to you to take these opportunities to use your language and improve. **If you come prepared for every class, participate and use your English, you will definitely improve.**

Course Work

- *Class Work* is designed to help you **develop** the skills you will need to be successful at each of the course Outcomes.
- *Home Work* is designed to help you **practice** the skills you learn in class and will need to be successful at each of the course Outcomes.
- *Self-Study Tasks* are **assignments** that should be completed for **further practice** of important skills for the successful completion of the course Outcomes. All activities in the task should be completed. The Tasks will be graded as a quiz and averaged into your final effort grade.
- www.FlipGrid.com is a website where students will record **oral communication** based on certain conversation prompts. Students will be assigned speaking tasks with each lesson.
- www.liveworksheets.com is a website where you will have an Online Workbook filled with classwork and homework activities you will need to complete.
- *Office Hours* is a time for students to **meet with the instructor** individually or in small groups to discuss relevant topics as well as student progress.

Course Scores/Marks

- **Homework, Classwork, Quizzes, Attendance and Outcome 3** will be averaged together to form one EFFORT grade.
- **Final Averages** will be calculated according to the following percentages: Effort (30%), Outcome 1 (30%), Outcome 2 (40%).

Any missed assignments will be given a ZERO. Any late assignments will have a penalty deducted. Only assignments that are missed or late due to an excused absence will be allowed to be made up with full credit.

Outcome 1

Outcome 2

Outcome 3

We will focus on each of these areas. For example, we may spend 1 month on each area, and then I will give you a short exam for assessment. The scores of these three exams will heavily impact your final grade for the course.

Course Summary

Don't:

- Be late for class!
- Use your cell phones in class, unless given permission by the teacher.

Do:

- Come to class every day and be prepared.
- Speak as much English as you can in class.
- Pay attention to your teacher and classmates. This will greatly improve your listening ability.
- Hand in your homework on time!
- Contact me ahead of time (if possible) when you cannot come to class.
- Take time to come to office hours and speak English with your classmates and me.