

**English 603-002 \* Spring 2025**  
**Speaking English in Professional Situations**

<b>Course location</b>	CKB 315
<b>Course Schedule</b>	Tues/Thurs 1-2:20 p.m.
<b>Professor</b>	Dr. Jerry Paris
<b>Office</b>	Cullimore 416
<b>Office Hours</b>	Tuesday & Thursday 2:30 to 3:30pm and by appointment
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**Course Description**

This course will help you to speak English effectively in academic and professional situations. These situations include the following:

- Speaking in seminars and leading 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
- 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 and is also open to masters 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 practice in speaking clear, easily comprehensible English.

Some oral presentations in the course are video-recorded, and most presentations receive individualized feedback from the course instructor and/or students in the course.

Whenever possible, students make presentations directly related to their academic work; for example, oral presentations in other courses, dissertation proposal defenses and dissertation defenses, conference presentations, instructional work (for TAs), group discussions, seminars, and so on.

## Course Materials

All course material will be available on Canvas.

**Course Objectives** By the end of the course you should be better in the following areas:

- 1—Ability to communicate effectively when speaking in academic and professional situations.
- 2--Ability to speak English with clear pronunciation.
- 3—Ability to speak in public with voice projection, eye contact, natural gestures, and rapport with the audience.
- 4—Ability to strengthen your skills in these areas on your own after the course ends.

## 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 absences (excused or unexcused) 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) or a religious holiday. (Please let me know in advance if you will not be attending class because of a religious holiday.) Please email the instructor if you are ill and cannot attend a class meeting.
- 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 interactive 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.
Team Presentation	The team presentations (2 or 3 students per team) are about ways to succeed in public speaking situations (conferences, dissertation defenses, job interviews, and so on).
Audio recordings	Students make about six short audio recordings to improve clarity, correctness, and comprehensibility in speaking English. For each audio recording, the student receives individualized audio-recorded feedback from the course instructor.
Short Presentations	In addition to the above, there are frequent short presentations which require little or no homework preparation.
Extemporaneous speaking	There are many extemporaneous short oral presentations throughout the semester to strengthen fluency in English and to develop skill in making a presentation when preparation time is minimal (the ability to “think on your feet”).
Speaking Simulations	The course includes speaking simulations in a variety of professional and academic speaking situations, including conference presentations, dissertation proposals and defenses, and job interviews to strengthen skills in these situations.

## Some Resources (Others to be made available throughout the semester)

### ***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. (Short video) 2 December 2011.

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

*Video Resources.* (Short videos) 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->

Pronunciation of Key Words in Your Field

[1interview/#:~:text=Getting%20a%20first%2Dround%20interview,often%20happens%20in%20the%20humanities.](https://stearnscenter.gmu.edu/for-graduate-students/the-art-of-the-academic-1interview/#:~:text=Getting%20a%20first%2Dround%20interview,often%20happens%20in%20the%20humanities.)

### ***Defending Your Dissertation***

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

## TENTATIVE SCHEDULE

### **WEEK 1** Tues, Jan 21/ Thurs 23

Introduction to speaking in professional situations

Your experience speaking in professional situations

*Speaking English 1.* Thought Groups, Phrasal Stress

### **WEEK 2** January 28 / 30

**Class Assignment 1. Present a commercial** (a spoken advertisement, as on radio / television / Youtube) for a product, service, tourism, etc. Do not try to sell us your iphone, your watch or some similar digital device.

Do the commercial (spoken advertisement) first in your native language then in English.

Bring a visual (an object / a printout big enough for the audience to see). Prepare the presentation before class; there will be time for in-class practice of your commercial.)  
Length: About one minute for each language.

*Speaking English 2.* Projection, Clear Speech, and Rate of Speech

### **WEEK 3** February 4 / 6

Presentation "A speaker you admire". See assignment.

*Speaking English 3.* Word Stress

### **WEEK 4** 11 / 13

Speaking at Professional Conferences

*Speaking English 4.* Organizational Cues in Speaking

### **WEEK 5** 18 / 20

Leading a Group Discussion

*Speaking English 5.* Sound contrasts 1 /æ/ and /e/ rain/wren

### **WEEK 6** 25 / 27

Defending the Dissertation

*Speaking English 6.* Sound contrasts 2 Final /s/ and /z/ bus/buzz

### **WEEK 7** March 4 / 6

Job Interviews 1.

*Speaking English 7.* Sound Contrasts see/she

**WEEK 8 11 / 13**

Job Interviews 2.

*Speaking English 8.* To be announced.

**SUNDAY, MARCH 16 – SATURDAY, MARCH 22 – Spring Recess**

No Classes Scheduled, University Open

**WEEK 9 25 / 27**

Academic Job Interviews Video Interviews & Phone Interviews

*Speaking English 9.* Pronunciation of Key Words in Your Field 1

**WEEK 10 Tuesday, April 1**

Individual Meetings with Course Instructor (Your professional speaking: now and in the future.)

Thursday, April 3, Wellness Day – No Classes Scheduled – University Open

**WEEK 11 8 / 10**

Speaking on Video Platforms / Designing Effective Slides

*Speaking English 10.* Pronunciation of Key Words in Your Field 1

**WEEK 12 15 / 17**

Additional Topic: To be announced

*Speaking English 11.* Pronunciation of Key Words in Your Field 2

**WEEK 13 22 / 24**

Final Presentation – Group One

**WEEK 14 29 / May 1 – Groups Two and Three****WEEK 15 Tuesday, May 6**

A look back