



Communications Strategies  
Professor David O'Flaherty, M.A.  
Spring Semester 2021

**Contact information:**

International College Room 308

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**Grading Scale:** Attendance **25%** Class Participation **25%** Midterm Exam **25%** Final Exam **25%**  
**(Note: Final grade will be assessed as either "Pass" or "Fail.")**

**Tardiness:**

If you are **tardy** for more than **30 minutes** of class = **1 absence**

**Absences:** If you are absent **4** times, the school policy is that the student receives an **F** for the class.  
Absences which are excused with a valid written reason.

- ✓ **Illness** – Students must submit confirmation documents = Official hospital or doctor's note.  
**\*Prescriptions from the pharmacy are NOT acceptable.\***
- ✓ If your absence is for a **school related activity**, you must turn in an official written excuse WITHIN A WEEK of the event. The notice should contain the department head's signature and **PRINTED participants' names** will be required.
- ✓ Physical exam for joining the army.
- ✓ Death of family members.

**Rules:**

- ✓ All students are to use the required text book: Tactics for TOEIC Speaking (Publisher: YBM-Sisa).  
**Not bringing your textbook to class will result in a lower grade for attendance.**
- ✓ Conduct yourselves as respectful adults. Be courteous and polite to your peers.
- ✓ Smartphones may NOT be used for conversations in the classroom.
- ✓ Please make sure they are set to silent mode.
- ✓ **Smartphones may be used as dictionaries and WILL BE USED as a tool in class.**
- ✓ If you do not have a valid written excuse for your absence, you will receive a 0 for any missed assignments & exams.
- ✓ **Speak with confidence and with the best clarity as possible.**
- ✓ **All students will TRY THEIR BEST to SPEAK in ENGLISH in class.**

**Class Objective:** To improve students' competence with the kind of spoken English that is mainly used in the global workplace. Specifically, the students will be taught a series of tactics or strategies that will allow them to succeed on the test, and it is assumed that these tactics and strategies will allow students to function competently when using their second language for job-related tasks. Through this course, it is expected that students will increase their English vocabulary, and improve their fluency and use of idioms.

## Schedule:

- Week 1 Orientation and introductions; the focus of the class will be on outlining the different question types on the test and will introduce basic strategies for all question types.
- Week 2 Unit 1 Speaking Test Questions 1-2; Read a text aloud; the class will focus on improving pronunciation, and the intonation and stress of sentences; also, the pronunciation and stress of individual words and intonation in lists and questions will be studied.
- Week 3 Unit 2 Speaking Test Question 3; Describe a picture; the focus will be on describing pictures in as much detail as possible, including the positions of objects with respect to other objects in the picture; strategies will include use of filler words and moving descriptions from the more general elements to the more specific ones.
- Week 4 Unit 3 Speaking Test Questions 4-5; Respond to questions; the focus will be on responding to short, simple questions, as if the student were a secretary responding to simple phone inquiries; there will be an emphasis on smooth and consistent delivery, and relevant responses; strategies will include rephrasing using words from the questions and adding details to give fuller, lengthier responses.
- Week 5 Unit 4 Speaking Test Questions 7-8; Respond to questions using information provided; the focus will be on responding to short, simple questions, as if the student were a secretary responding to a phone inquiry, with the added complexity of provided information, such as a travel itinerary; students will be required to pay attention to information in some kind of chart and will have to organize the information such that they will be able to access details immediately and with confidence; students will be expected to answer with full sentence responses, repeating key words from the questions, and will give polite reasons for rejected requests.
- Week 6 Unit 5 Speaking Test Question 10; Propose a solution; the focus will be on a response to a telephone message where a customer has a specific problem and a complaint; students will be expected to recognize what the problem is, propose a solution, and apologize for the shortcoming; strategies will include picking out key information, students assessing their own role as the responder and using their imaginations to think of solutions quickly and effectively
- Week 7 Unit 6 Speaking Test Question 11; Express an opinion; the focus will be on choosing between alternatives, expressing the opinion that one is better than the other choice, and supporting that opinion; the students must deliver a fluent and coherent response; strategies will include quickly choosing an answer and planning supporting points, and delivering confident opinions.
- Week 8 Mid-Term Examination
- Week 9 Unit 1 Speaking Test Questions 1-2 part II; Read a text aloud; the class will focus on improving pronunciation, and the intonation and stress of sentences; also, the pronunciation and stress of individual words and intonation in lists and questions will be studied; in addition, there will be a focus on pace, stress and intonation with transition words.
- Week 10 Unit 2 Speaking Test Question 3 part II; Describe a picture; the focus will be on describing \ pictures in as much detail as possible, including the positions of objects with respect to other objects in the picture; strategies will include use of filler words and moving descriptions from the more general elements to the more specific ones.
- Week 11 Unit 3 Speaking Test Questions 4-5 part II; Respond to questions; the focus will be on responding to short, simple questions, as if the student were a secretary responding to simple phone inquiries; there will be an emphasis on smooth and consistent delivery, and relevant responses; strategies will include rephrasing using words from the questions and adding details to give fuller, lengthier responses.
- Week 12 Unit 4 Speaking Test Questions 7-8 part II; Respond to questions using information provided; the focus will be on responding to short, simple questions, as if the student were a secretary responding to a phone inquiry, with the added complexity of provided information, such as a travel itinerary; students will be required to pay attention to information in some kind of chart and will have to organize the information such that they will be able to access details immediately and with confidence; students will be expected to answer with full sentence responses, repeating key words from the questions, and will give polite reasons for rejected requests.
- Week 13 Unit 5 Speaking Test Question 10 part II; Propose a solution; the focus will be on a response to a telephone message where a customer has a specific problem and a complaint; students will be expected to recognize what the problem is, propose a solution, and apologize for the shortcoming; strategies will include picking out key information, students assessing their own role as the responder and using their imaginations to think of solutions quickly and effectively
- Week 14 Unit 6 Speaking Test Question 11 part II; Express an opinion
- Week 15 Final Examination
- Week 16 No classes.