

National Research University Higher School of Economics
The International College of Economics and Finance

Syllabus for *English Language*, 2nd year, 2019-2020

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Course Pre-requisites

English language skills obtained in the ICEF 1st-year programme.

Course description:

The 2-nd year course is aimed to revise, expand and develop the academic skills outlined in the 1st year syllabus. The purpose of it is to equip students with the skills necessary for conducting research and producing a piece of extended writing (project) in their own subject-specific area. The course involves an integrated approach, with a particular focus on the writing and research skills necessary for such a task. The course is designed to encourage *critical thinking* and get students to be evaluative in their approach to writing. There is also a strong oral component to the course through discussion of the students' work in classrooms, and a final conference at the end of the course when they present their work.

Learning Objectives and Learning Outcomes

The students in the course of the English Language broaden and expand proficiency and knowledge of English. They should be able to:

- to produce an extended piece of writing in their own subject area within the academic conventions of higher education in the West;
- to be able to make professional presentations in accordance with general requirements to academic presentations;
- to possess discursive skills – to communicate effectively both orally and in writing;
- to have critical thinking skills;
- to acquire learner autonomy.

The course contributes to the development of the following general competencies:

- an ability to work with information: to find, evaluate and use information from various sources, necessary to solve scientific and professional problems;
- an ability to do research in English, including problem analysis, setting goals and objectives, identifying the object and subject of research, choosing the means and methods of research, assessing its quality;
- an ability to collect and analyze the collected data;
- an ability to freely communicate, express thoughts orally and in writing, lead a discussion in English;
- an ability to solve analytical and research problems with modern technical means and information technologies;
- an ability to organize their activities in the framework of professional tasks.

Methods of Instruction

The general input will take the form of 2 hours per fortnight in each group (12 hours in the 1st semester and 12 - in the 2nd) with an English tutor working in close cooperation with subject teachers to develop the skills required.

In total the course includes 24 hours of classes spread around 2 semesters.

Essential Reading and Course Materials:

This syllabus may be accomplished on the basis of textbooks and training materials, original special supplementary materials published by foreign and domestic publishing houses. The usage of up-to-date authentic materials will help students to obtain the necessary skills in writing and speaking, develop their abilities in making presentations and participating in discussions and form the students' much higher level of social and professional adaptation.

Teaching materials for skills development:

1. Trzeciak, J., Mackay, S. (1998). Study Skills for Academic Writing. Prentice Hall.
2. Bell, D. (2008). Passport to Academic Presentations. Reading: Garnet Publishing Ltd.
3. Powell, M. (2011). Dynamic Presentations. CUP.
4. McCormack, J., Slaght, J. (2005). Extended Writing and Research Skills. Reading: Garnet Publishing Ltd.
5. Е.В. Великая. (2019). Extended Essay Writing. Учебно-методическое пособие. Москва: «Национальный книжный центр».
6. The Economist. Weekly issues.

Special Equipment

Computer, projector, tape-recorder, CDs, USBs

Grading System and Examination Type:

This syllabus is designed basing on the belief that testing and teaching are closely interrelated. A test is seen as a natural extension of classroom work providing teacher and student with useful information that can serve as a basis for improvement.

The following system of testing is used:

End of the 1st semester test – Project 1 (1700 – 2200 words) – an achievement/attainment test to show mastery of the syllabus and students' ability to write an extended essay and to use resources in their work.

End of the 2nd semester test – Project 2 (a final oral presentation) - a proficiency test designed to measure students' competence in the form of a final presentation at the end of the academic year.

Students' assessment includes continuous assessment and assessment of the two projects. At each stage of the process students get feedback.

The final grade is composed of two parts:

1 semester (2nd year essay) –50%

2 semester (2nd year presentation) – 50%

The formula for the grade for the course is:

$$H=S(F4*0.5; G4*0.5)$$

S – sum total of F – the grade for an extended essay and G – the grade for the final presentation.

I – transferred result to 10 and 5 points in accordance with the [ICEF Grading Regulations](#) (par. 3).

The passing grade for the course 4 out of 10.

Retakes are organized in accordance with the [HSE Interim and Ongoing Assessment Regulations](#) (incl. Annex 8 for ICEF). Grade determination after retakes is done in accordance with [ICEF Grading Regulations](#) (par. 5).

Sample materials for knowledge assessment are available in [ICEF Information system](#).

Course Outline

The course includes:

1. Extended writing development is based on research which shows that the process of doing helps the development of organization as well as meaning. It is expected that writing skills development occurs through the process of students completing their project, through drafting and redrafting their work. At each stage of writing, students are encouraged and expected to generate ideas, organize them, evaluate what they are writing and identify clearly what their writing purpose is. At every stage of the process, students are also encouraged to critically assess what they have written and to develop this critically through discussion in class. The course strongly emphasizes the importance of the end product. This is in line with the needs of the students on their future academic courses in other subjects. Final project is evaluated taking into account not only the content, the use of source materials, the text organization and the language of the final draft, but also the actual written presentation of the text and the degree of learner independence exercised by students in producing the final product.

2. Discursive skills development

In the complexity of the writing process, students will find it challenging to formulate their own ideas. This course aims to voice their ideas before writing them, a process which helps to clarify their own ideas, to be able to explain them to others. Verbalisation of their ideas before writing can help to combat plagiarism. Good presentation skills are viewed in this course as an ability to organise points so that the audience will find it easy to follow the students' argumentation, as an ability to deliver a presentation in an interesting and engaging way, to keep the audience listening and to answer the audiences' questions.

3. Study skills

Students are expected to be independent learners in higher education and to acquire study competences which involve working autonomously. They need to work on their study skills techniques and:

1. to be able to find out information from different sources;
2. to read complicated texts to find the gist of what they are saying;
3. to compare different opinions and decide what are the best grounds for deciding who is right;
4. to be able to weigh up the 'pros' and 'cons', the good points versus the bad;
5. to write things in their own words;
6. to be able to argue their points of view and to give good reasons.

Distribution of hours for topics for class work

N o	Topics titles	Hours per week
1st semester		
1.	Essay title analysis	2
2.	Essay structure: Introduction	2
3.	Essay structure: Main part	2
4.	Summarising. Writing abstracts. Avoiding plagiarism.	2
5.	Essay structure: Conclusion. Definitions. Exemplification.	2
6.	Bibliography. Elements of writing: punctuation	2
2nd semester		
1.	Theme “Work”.	2
2.	“Food”. Mini-presentations.	2
3.	“Health”. Mini-presentations.	2
4.	“Environment”. Mini-presentations.	2
5.	“Language and culture”. Mini-presentations.	2
6.	“Globalisation”. Mini-presentations.	2