

Essential English 102

Syllabus



Approved by the Program Academic Council
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Protocol # 3

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1. Course Description

The course is aimed at helping students of the pre-intermediate level of English or lower overcome the language barrier and grow into independent language users.

2. Learning Objectives:

- Write short three-paragraph essays, formal and personal emails, learn to blog and participate in online discussions
- Take part in group discussions, hold conversations in English, deliver short presentations/speeches
- Understand authentic radio/TV news, conversations by English native speakers and sieve out the main information
- Read authentic English texts and understand the main information without a dictionary

3. Course structure overview:

Introduction to the course

Topic 1. WORKING LIFE

Vocabulary, Speaking and Listening: Working life. CV's and Cover Letters (based on Outcomes Unit 4 + additional materials)

Grammar : Modal Verbs (based on MyGrammarLab Intermediate B1/B2)

Topic 2. MEDICINE

Vocabulary, Speaking and Listening.

Grammar: Word order and sentence patterns (based on My Grammar Lab Unit 11 + additional materials)

Topic 3. TECHNOLOGY

Vocabulary, Speaking and Listening.

Grammar: Word order and sentence patterns (based on My Grammar Lab Unit 11 + additional materials)

Topic 4. HOME

Vocabulary, Speaking and Listening: based on Outcomes Unit 6 + additional materials.

Topic 5. NEWS

Grammar: Complex sentences (based on MyGrammarLab Intermediate B1/B2)

Topic 6. MIND AND BODY

Vocabulary, Speaking and Listening (based on Outcomes Unit 7 + additional materials)

Topic 7. SCIENCE AND NATURE

Vocabulary, Speaking and Listening: Science and Nature (based on Outcomes Unit 9 + additional materials)

Grammar: Comparisons (based on MyGrammarLab Intermediate B1/B2)

4. Reading List

a. Required

Outcomes Intermediate by Hugh Dellar & Andrew Walkley STUDENT'S BOOK (available in the NES library)

Vocabulary : course book by Campbell C., Garnet Publishing Ltd., 2007

b. Optional:

English for business studies : a course for business studies and economics students: student's book by MacKenzie I., University Press, 2010

5. Grading:

Throughout the course students accumulate points for a variety of tasks. Tasks have different weights and at the end of each month the maximum amount of points might be slightly different. Individual student's progress will be measured against the maximum possible score in each month and then converted to NES grades. The minimal passing grade is 60% of the month's maximum score. The types of graded assignments are the following:

- 1) Participation in a particular speaking task in class (10 points).
- 2) A written assignment (10 points)
- 3) Grammar and Vocabulary quiz (15 points)
- 4) Monthly presentation (20 points)
- 5) Monthly final test (30 points)
- 6) Monthly oral assessment (30 points)
- 7) Participation in a particular speaking task in class (10 points).
- 8) A written assignment (10 points)
- 9) Grammar and Vocabulary quiz (15 points)
- 10) Monthly presentation (20 points)
- 11) Monthly final test (30 points)
- 12) Monthly oral assessment (30 points)

| <i>Grading Breakdown</i> | | |
|---------------------------------|-----------|-----------|
| <i>10 excellent</i> | <i>90</i> | <i>5+</i> |
| <i>9</i> | <i>85</i> | <i>5</i> |
| <i>8</i> | <i>80</i> | <i>5-</i> |
| <i>7 good</i> | <i>75</i> | <i>4+</i> |
| <i>6</i> | <i>70</i> | <i>4</i> |

| | | |
|-------------------------|----|----|
| <i>5 satisfactory</i> | 65 | 3+ |
| 4 | 60 | 3 |
| <i>3 unsatisfactory</i> | 50 | 3- |
| 2 | 45 | 2 |
| 1 | 40 | 2- |

6. Attendance:

You are counted as absent if you miss more than 25 minutes of any class. Regular attendance is essential to completing the course with good results. You are allowed to be absent 5 times throughout one semester. Each subsequent absence will deduce 1 point from the final grade. If due to personal circumstances you miss multiple classes you will need to document your absence and contact both the instructor and the administration. However, if you miss over 30% of the classes for whatever reason, you will not be able to receive a passing grade for the course. Failing to submit an assignment will result in the reduction of points from the total amount of points.

7. Late Work:

As the course is focused on interaction, discussion and communication, only some of the missing assignments can be compensated for at a later date. Students are allowed to write 3 quizzes/tests per semester after classes if they fail to be in class on a due date, this will need preliminary arrangement with the instructor. The make-up quizzes/tests must be arranged within two weeks after the quiz/test date. Two presentations per semester can be given after classes but they cannot receive a grade higher than “5” (on NES scale). Discussion and debating tasks require class participation and cannot be re-taken. No assignments receiving a failing grade throughout the semester will be granted a re-sit.

You will also need to contact the instructor in advance concerning any issues that prevent you from participating in class.

8. Make-up Work:

If a student receives a failing grade in the course, he/she will be able to try and complete an individual project to demonstrate that given extra preparation time they are able to handle the course material. The maximum grade that the student can receive in the make-up is “5”

(on NES scale). This project must be completed during the designated make-up period and will be assessed by a three-member panel, including the course instructor.

The make-up project consists of 3 parts:

- 1) A TEST that encompasses the grammatical and lexical material of the course
- 2) A one-on-one interview with the instructor in which the student will need to talk spontaneously on a number of course related topics. In this assignment the student needs to demonstrate a thorough knowledge of the textual material of the course, be able to structure his or her statements in a coherent, cohesive and logical way, use a variety of language means to get his or her point across.
- 3) Prepare and deliver a presentation on an assigned topic.

The second make-up attempt entails the face-to-face interview in which the exam board will examine the student's ability to maintain a spontaneous conversation in English on the topics related to the content of the course. In this assignment the student needs to demonstrate a thorough knowledge of the textual material of the course, be able to structure his or her statements in a coherent, cohesive and logical way, use a variety of language means to get his or her point across.

9. Special Equipment and Software Support

The following software programs from local HSE network (by contract) will be used in class:

- Microsoft Windows 7 Professional RUS
- Microsoft Windows 10
- Microsoft Windows 8.1 Professional RUS

The multi-media projector will be required for presentations as well.