**English 098 Section 8**

**Spring Semester 2009**

**ORAL COMMUNICATIONS**

Instructor: Mrs. Sunita Sethi Office Hours: 3:00-3:50 Sun, Mon

Telephone: 25307365 Course Times: 4:00-5:50 Sun, Mon, Tues, Wed, Thurs

Office: W1-245 Course Location: N5-202

E-mail: sethi.s@gust.edu.kw Credit Hours: 0

**WRITTEN COMMUNICATIONS**

Instructor: Mrs. Sunita Sethi Office Hours: 3:00-3:50 Tues, Wed

Telephone: 25307365 Course Times: 6:00-7:50 Sun, Mon, Tues, Wed, Thurs

Office: W1-245 Course Location: N5-202

E-mail: sethi.s@gust.edu.kw Credit Hours: 0

**Course Description:**

English 098 provides students with the high-intermediate level skills in reading, composition, grammar, speaking and listening necessary to advance to English 100. Because these are integrated skills, students should note that skills will not always be taught in the time period shown in their schedules. For example, students may work on a project listening script during a Written Communications class.

Prerequisite: Composite score of 400 on paper based TOEFL, 4.0 on Academic IELTS, or 400 on GUST placement test.

**Goals and Objectives:**

Students will be able to:

1. Read high-intermediate texts;
2. Write essays;
3. Use grammar correctly;
4. Paraphrase and summarize texts;
5. Attribute and cite sources;
6. Use selected AWL words correctly in oral and written communications
7. Use a dictionary;
8. Take notes during lectures;
9. Take part in academic conversations/discussions.
10. Deliver an oral presentation.

**Specific Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. Use pre-writing, drafting, revising, and peer-editing techniques to write multi-paragraph descriptive process, cause and effect, and comparison essays at a level of proficiency equivalent to Level 3 on the Test of Written English (TWE);
2. Attribute, quote, paraphrase, summarize, and cite sources according to MLA conventions, with an accuracy of 70%.
3. Analyze, evaluate, and synthesize main ideas and supporting details presented by a variety of oral and written sources, with an accuracy of 70%;
4. Add evidence from personal experience/observation to both support and challenge an idea contained within multi-paragraph articles;
5. Read a high-intermediate level text at a rate of 125 wpm by using skimming, scanning, context clues, inference, and prediction to extract the main idea and primary supporting points;
6. Use academic and specialized vocabulary – including collocations – correctly in written and oral tasks, with an accuracy of 70%;
7. Use a dictionary to look up definitions and to identify grammatical forms;
8. Produce high-intermediate level oral responses that are grammatically correct to answer oral questions, with an accuracy of 70%;
9. Listen to a short academic lecture and take notes containing its main idea and primary supporting points, with an accuracy of 70%;
10. Deliver an 8-10 minute description (by major aspects) oral presentation.

**Textbooks:**

1. Brown K, Hood S. *Academic Encounters: Life in Society (Reading, Study Skills, Writing)*. Cambridge University Press. 2002.
2. Folse K, Solomon E, Muchmore-Vokoun. *Great Essays*. (2nd ed.). Thomson. 2004.
3. Handouts
4. Hollinger, L. *Academic Word Power 4.* Houghton Mifflin Co. New York: 2004.
5. Jones, B. *Academic Word Power 3.* Houghton Mifflin Co. New York: 2004.
6. Murphy R. *English Grammar in Use* (3rd ed.). Cambridge University Press. 2004.
7. Sanabria K. *Academic Encounters: Life in Society (Listening, Note Taking, Discussion)*. Cambridge University Press. 2004.

**Supplies:**

1. Monolingual dictionary of student’s choice
2. Laptop computer, headphones, and flash memory
3. 2 folders large enough to hold A-4 size papers
4. 2 pencils, 2 blue or black pens, 1 editing pen (green, purple, or pink), eraser

**On-Line Resources:**

Students can access the ELU home page by going to www.eluprogram.com. The English 098 syllabus – as well as important announcements, practice quizzes and exam, and other resources – is available there. Students are responsible for checking the ELU home page every week for important announcements.

**Evaluation:**

1. **In-Class Exercises.** Speaking, listening, reading, composition, and grammar exercises help students practice what they are studying in the classroom. Exercises which are marked will be unannounced. They are worth 10% of the course grade. Because some exercises will be completed on-line, students must ensure that their laptop batteries are charged and that their laptops are in working order. Students who do not bring their laptops will receive a ‘0” for exercises which must be completed on-line.

**Project.** For the project, students research assigned topics, synthesize and summarize texts, write outlines and scripts for 8-10 minute oral presentations organized according to the major pattern of description (according to major aspects); they also prepare PowerPoint slides. Each presentation is followed by a question-and-answer period. The project is worth 15% (PowerPoint slides 5%; and oral presentation 10%). All resource materials must be submitted, or the projects will not be graded.

**Vocabulary Quizzes.** There will be five scheduled vocabulary quizzes, each worth 2% each.

**Essays.** There are three essays: descriptive process (6%), cause and effect (6%), and comparison (8%). Compositions are evaluated on content, organization, and mechanics (grammar, spelling, and punctuation). Your teacher will notify you which essays need to be written in class. In such case, no writing done at home will be marked. All rough drafts must be submitted, or the compositions will not be marked.

**Midterm and Final Exams.** The midterm exam (20%) will have three sections: reading (8%); grammar (8%); listening (4%). The final exam (25%) will be the official TOEFL ITP.

1. **Summary of English 098 Assessment Weightings:**

|  |  |
| --- | --- |
| In-Class Exercises (Speaking, Listening, Reading, Grammar, Composition) |  10% |
| Project | 15% |
| Vocabulary Quizzes | 10% |
| Compositions |  20% |
| Midterm Exam |  20% |
| Final Exam | 25% |
| Total |  100% |

**Grade Scale:**

|  |  |  |  |
| --- | --- | --- | --- |
| P | 70-100% |  |  |
| NP | 0-69% |  |  |

A grade of 70% OR a TOEFL ITP score of 450 on the final examination is required to pass English 098. Please note that marks and grades are not subject to negotiation.

**Attendance:**

Attendance will be taken manually in every class. Students must sign an attendance register for each hour of class attended. Students who forget to sign the attendance register will not be allowed to sign it later. Since it is the responsibility of students to sign the register, their teacher will not count them present if the students forget to sign the register. Students who sign for another student are subject to disciplinary action. Students will be counted absent if they are more than 10 minutes late. Students will fail English 098 if they miss a **combined total of 41 hours or more hours** of their Written Communications and Oral Communications classes. A course grade of FA will be automatically generated when students have missed 41 hours. Departmental policy prohibits ELU instructors from interceding on a student’s behalf to have a grade of FA removed except in the case of extremely extenuating circumstances, for example, extended hospitalization.

Students are expected to download the attendance tracker file from the ELU Website and use it. It is their responsibility – not their instructor’s or the ELU administrative assistants’ responsibility – to keep track of their attendance.

**Make-up Quizzes and Exams:**

It is important that students understand the meaning of “excused absence.” An excused absence means that homework or a quiz can be made up. However, a student is still counted as absent regardless of the reason.

If students are sick, have a traffic accident, etc. on the day of a quiz/exam/in-class composition, **students** – not their parents, friends, etc. – MUST call 25307371 on the same day. Except in cases of extremely extenuating circumstances, students with excused absences will be allowed to make up only one assessment, regardless of the reason for additional absences. The original medical leave statement, traffic accident report, etc. must be submitted the ELU administrative assistant – not their instructor or a counselor – within three days of the student’s return to regular classes. Because assessment dates are contained in the English 098 tentative schedules given to students during the first week of the term, students may not be allowed to make up assessments they miss because of IELTS tests, TOEFL tests, holidays with parents, etc.

**Late Work**

Work submitted after the due date will not be accepted except in the case of excused absences.

**Laptops and Textbooks**

Students must bring their laptops and textbooks to class. Students are not allowed to share laptops and textbooks, nor are they allowed to leave class to retrieve them from their cars or lockers. Unless there are extenuating circumstances, students who fail to bring their laptops/textbooks after the first week of class will be asked to leave class and will be counted absent, and their parents will be notified.

**Dishonest Practices:**

Students who plagiarize (i.e., submit someone else’s work as their own or use someone else’s words or ideas without giving them credit) will receive a “0” for the plagiarized work. Students who cheat or talk without permission during an assessment will receive a “0” for the assessment. Students who sign for another student are subject to disciplinary action.

**Mobiles:**

Students must turn off their mobiles and place them in their handbags or pockets before entering their classroom. It is at a teacher’s discretion to ask students to leave if students are looking at their mobiles or if their mobiles ring during class. These students will be counted absent for that hour. Students whose mobiles are visible or ring during an assessment will receive a “0.”

**Disclaimer:**

GUST reserves the right to amend any dates, topics, assignments, or other planned features of the course and tentative schedule. Any changes will be announced in class, and absent students are responsible for keeping up to date with any changes and developments that may occur.