



Course Outline – ELD 074: Academic Communication Skills

Term

Fall 2011

Instructor and contact information

Instructor: Elizabeth Smyth

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Office Hours

To be announced, and by appointment.

Please note that I do not work full-time, so I am not on campus all the time. This means that if you drop by my office spontaneously, which you are certainly welcome to do, I may not be there. You can leave me a note about a good time to meet.

Class Hours

Five hours a week. Four hours a week are in the classroom with the teacher, and one hour week is “independent learning.” During independent learning, students will be set a task that will be incorporated into the following lesson and test, or might even be marked. During that hour, the teacher will be available in her office.

Course location and Times

ELD 074 02– Mondays 11:30 to 12:50, WT 225; Wednesdays 11:30 to 1:20, Y 220, Thursdays 11:30 to 12:50, E200

ELD 074 05 – Tuesdays 6:00 to 8:20, WT 201, Thursdays 6:00 to 8:20, WT 201 and E200

Credits and Pre-requisites

The course is worth two credits. The pre-requisite is ELD 050 or assessment

Required Text

Sarosy, Peg and Kathy Sherak. Lecture Ready 2. Toronto: Oxford University Press, 2006

ELD 074 Course pack

Required Materials

- Three ring binder with lined loose leaf paper
- Computer disk or flash drive– IBM compatible
- Supplies for making visuals aids, such as overhead transparencies, poster paper, markers, etc. Details will come later.
- Headset for the Speaking Lab

Here are the specifications for the headset and microphone:

* both **MUST HAVE** a 3.5 mm (1/8") stereo mini-plugs ([USB headsets have problems with Can8!!!](#))

* it needs to have a long enough cord: 2 meters of cord is best to reach the computer comfortably.

* If you purchase the really cheap ones, you may find the recordings are bad. The cheap headsets aren't very sturdy, tend to fit badly and break easily. The microphone and cords take a lot of abuse plugging and unplugging, cords get tangled etc.

* If you purchase expensive headsets (with noise canceling circuitry) they'll have problems with low levels. Remember, our computers are set for cheaper ones.

* "Boom" microphone-type headsets work best. They're designed to be used close to the mouth. Other types (clip-on etc.) tend to pick up a lot of room noise.

Important Note about this Course Outline

On the following pages, the course is explained in detail. Assignments, marking, and the method of determining final grades are covered. If you do not understand any part of this outline, or if you have any questions, **please ask the instructor** for clarification. The instructor will abide by the course outline and students are expected to read and understand its contents.

Course Description

This course is designed to prepare non-native English speakers for oral communication tasks encountered within an academic/professional environment. Students will improve their ability to participate in discussions, make presentations, comprehend and take notes on academic lectures, and speak clearly.

Learning Outcomes

- 1. Demonstrate speaking and listening abilities appropriate to successful functioning in the classroom, workplace, and community:**
 - Use spoken English that is easy to understand.
 - Use appropriate vocabulary and register in spoken English.
 - Ask questions relevant to content.
 - Use appropriate language and strategies in discussions.
 - Demonstrate listening skills and understanding by taking notes during classroom presentations and lectures.
 - Summarize information from classroom presentations and lectures.
 - Prepare and present an organized oral presentation relevant to purpose and audience using appropriate audiovisual supports.

- 2. Understand and communicate effectively in the Canadian community and the post-secondary classroom:**
 - Demonstrate respect for learner colleagues, including those from differing cultural and linguistic backgrounds.
 - Collaborate with others in group tasks and discussions.
 - Ask appropriately for clarification from teachers, fellow students, and members of the community.
 - Demonstrate the ability to communicate effectively with native speakers in the community.

Assignments and Tests

Some assignments will be done wholly or in part in class, with assistance from the instructor. You will also be expected to do other assignments at home. It is your responsibility to complete all assignments and hand them in on time. On time means at the *beginning* of the class in which it's due. If I have already collected the assignments, and you come in late, your assignment counts as a day late. If for some valid reason you have difficulty meeting a deadline, you must discuss this with me before the due date. If you miss a test or presentation because you are sick, two things must happen for you to get to do a re-write: you must bring a doctor's note, or a note from your homestay parent, and you must let me know before the test or presentation if possible.

Late assignments lose 20% per school day unless you have negotiated an extension with me in advance. If you are not ready on the day of a presentation, you automatically lose 30%, for two reasons: (1) in the business world, you present when you say you will, and (2) a shift in day means I have to adjust my lesson plans, and inconveniencing your supervisor in the worlds of school or business creates a negative impact on the business and on your annual review.

Only assignments worth more than 5% can get marked late. If you miss an in-class assignment or quiz or homework mark that's worth 5% or less, it cannot be marked late. An example would be missing a 5-point quiz. If you choose to do the missed assignment or quiz, I will give you feedback on it, but no mark.

Recording Devices

Students may not use recording devices in the classroom without the prior permission of the instructor. However, the instructor's permission is not required when the use of a recording device is sanctioned by the College's Resource Centre for Students with Disabilities in order to accommodate a student's disability and when the instructor has been provided with an instructor notification letter which specifies the use of a recording device. Recordings made in the classroom are for the student's personal use only, and distribution of recorded material is prohibited.

Plagiarism

All assignments must be completed entirely by the student. Work that is copied from another source or done in whole or in part by another person is plagiarism – the theft of another person's ideas, writing, or work. **Plagiarized work will result in a zero grade for the entire course.** A letter will also be put on your academic file.

Cheating

Cheating on a test or assignment results in a zero on the course and a letter to Registration for your file. An example would be using a dictionary during a test when it is prohibited, as well as the more obvious examples of copying someone's test sheet or checking your notes. Another example is

writing down ideas or expressions before saying them on a speaking test – this wouldn't happen in a conversation, so it can't happen on a speaking test. Cheating also includes talking to your classmate during a test; if you have a question or need a new pen or something, you must ask me. If I hear your voice during a test, I have to assume you're cheating.

Even having one word written down would mean you cheated, even if you haven't used it yet.

If you allow someone to copy from you during a test, you are also cheating, and will also suffer the full penalty for your cheating, which could include failing the class and a permanent letter on your student record.

Thus asking someone to let you copy their answers is an act of great unkindness; you would be asking him or her to risk failing and having a permanent stain on his or her record.

If you are in a difficult and painful situation because a friend has asked you to help him or her cheat, there are things you can do. Without necessarily saying the person's name, you can come to me and tell me about the problem. You can also see a counselor for advice in how to tell your friend "no" while preserving the friendship. You also might need to consider how much of a "friend" this person really is, as she or he might not be too concerned about the effect, both academic and emotional, of the request on you.

Independent Study

Homework study is very important. You should set aside a minimum of an hour per day for your 074 homework. By establishing a study routine, you will become an independent learner.

Attendance

Attendance is very important. If you attend regularly and work consistently at your English, you will make progress. Regular attendance (at least 80%) will be necessary to complete the course satisfactorily.

If you know that you will miss some classes during the course due to family or health reasons, please inform the instructor of your absence at the beginning of the course. As a general rule, **do not plan to travel during the course.**

Students should inform the instructor **before class** by telephone or e-mail if they must miss a class. Students unable to produce a medical certificate or other valid documentation to explain their absence from class may be denied make-up tests or assignments.

Students must find a study-buddy in class, and get missed notes, assignments, and announcements from him or her. Sometimes test dates can change due to snow days, sicknesses, or other reasons; you are responsible for getting such announcements from your study buddy.

Length of Time in 074

Students obviously progress at different speeds, depending on how well they speak and listen when they enter the course, how hard they are willing or able to study, and other influences, such as how much English they speak outside of class, length of time in Canada, etc. Therefore, in order to reach the learning outcomes, some students may need more than one term in ELD 074.

According to the Academic Progress Policy in the Camosun Calendar, “students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements.” This means that if you fail or do poorly on one or more assignments, or you are failing the course, it is your responsibility to approach the instructor to ask for extra help.

Completion Requirements

- Students must receive a passing grade of C (60%) in order to pass the course.
- Students must also receive a passing grade of 60% in **each** of the speaking and listening components. Thus, if a student gets 30/40 in speaking, but only 20/40 in listening, she or he must repeat the course, even if the final mark for everything in the class ends up being more than 60%. If the student has a D or F in one component, such as the listening component, that is the mark that is recorded on the transcript, even if the overall final mark is over 60%.
- NOTE: A passing grade in **both ELD 072 and ELD 074 are required** in order to register in ELD 092 and ELD 094 together. Students who pass ELD 072 but NOT ELD 074 may register in ELD 092, but must pass ELD 074 before they may register in ELD 094.

Grading

<u>Grade</u>	<u>Percentage</u>	<u>Description</u>
A+	90-100%	Superior level of achievement.
A	85-89%	
A-	80-84%	
B+	77-79%	High level of achievement.
B	73-76%	
B-	70-72%	
C+	65-69%	Satisfactory level of achievement.
C	60-64%	Sufficient level of achievement to proceed to the next level of study.

D	50-59%	Minimum level of achievement for which credit is granted. A course with a “D” grade cannot be used as a prerequisite.
F	0 -49%	Minimum level is not achieved.
I		Work is not complete. Mark will become an “F” unless work is completed within six weeks.

Marks and Evaluation

Keeping Track of Your Marks

It is your responsibility to keep every test, assignment, and quiz until the end of the term. That way, if a mark in my records contradicts a mark in your records, you have proof. You must also keep a record of your marks in the Tentative Itinerary, so that you always know how you’re doing.

Distribution of Marks

Your mark will be based on a variety of formal and informal listening and speaking assignments and quizzes given over the course of the semester, as well as some marks for small assignments during the independent learning component.

Listening

▪ Note-taking and summarizing exercises (2)	10 marks	
▪ Listening comprehension tests (2)	30 marks	
○ These also incorporate note-taking and outlining skills		
		<u>40 marks</u>

Speaking

▪ Speaking tests	25 marks	
▪ Presentations	15 marks	
		<u>40 marks</u>

Independent Learning Assignments and Homework– Program and Career Exploration Theme

▪ Indep. Learning Assts 2 to 5	17 marks	
▪ Phone call assessment and thank-you note	3 marks	
		<u>20 marks</u>
	TOTAL	<u>100 marks</u>



ELD Department

Academic Progress and Attendance Requirements

Advanced and Provincial Levels¹

Progress

In most cases, the ELD department expects students to be able to complete a level (Advanced or Provincial) in one four-month semester (hours shown are per week).

Advanced

- 072 (10 hours)
- 074 (5 hours)

Provincial

- 092 (5 hours)
- 094 (5 hours)

Students are responsible for

- attending classes regularly (see “Attendance” below)
- speaking English in class
- doing assigned homework and in-class work
- participating in class activities

¹ See the Camosun College Academic Progress Policy at

<http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>

Quiz on the Course Outline

Write out the whole word "True" or "False" beside these statements. Simply a "T" or "F" will result in no grade.

_____ 1. If at any point during the first three months of the term you are failing the course, the instructor has to inform you of that.

_____ 2. If you allow your friend to copy an answer off your test, you could get a zero on the course.

_____ 3. If you get 35/40 on the speaking component, 15/20 on the quizzes component, and 22/40 on the listening component, you can pass ELD 074.

_____ 4. To redo a test you missed, the only thing you need to do is show a doctor's note.

_____ 5. If an assignment is due on a Wednesday, and you hand it in on a Friday, you lose 20%.

_____ 6. If you miss a quiz worth five marks because you were late, you can do it at the end of class.

_____ 7. If a test date gets moved, and you skip class on the updated test day, thereby missing the test, you can write it another day.

_____ 8. If you miss a class, you need to get the notes from the teacher.

_____ 9. You have a family emergency, and there's an assignment coming up soon. If you talk to the teacher before the assignment date, you can get an extension.

_____ 10. During speaking tests, you can write your expressions or words down before you say them.

_____ 11. If you ask your friend to help you cheat on a test, you are being inconsiderate, selfish, and in fact the opposite of a friend, because you are asking that friend to risk failing the course and having a permanent letter on his/her record.

_____ 12. Missing your presentation day means you lose around one third of your mark because school emulates the work world, and missing a presentation in the work world would not be acceptable.

_____ 13. During a quiz, you ask your neighbour for a pen because yours died. Consequently, the instructor will give you zero on your quiz.