



# ELD 054-001 Listening and Speaking 2017 Spring Course Outline

**Time:** 8:30 – 10:20 (M - F) May 1 – August 11  
**Room:**

- CBA 126 M - Th
- CBA 159 (Lab) Fri

**Instructor:** Trish Hannigan  
**Office:** CBA 141A  
**Office Hours:** Monday – Thursday 12:30 – 2:00 or by appointment  
**Phone:** 250-370-4937  
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## Books and Materials

1. Q: Skills for Success Listening and Speaking 2 (2<sup>nd</sup> ed) Brooks
2. Headset with Microphone – NO USB CONNECTION/CELL PHONE HEADSET
3. A three-ring binder and loose-leaf paper
4. *Longman Dictionary of Contemporary English (Optional)*

## No Classes

Victoria Day: Monday, May 22<sup>nd</sup>  
Canada Day: Monday, July 3<sup>rd</sup>  
BC Day: Monday, August 7<sup>th</sup>

## Learning Outcomes

ELD 054 is an integrated skills course focusing on **speaking and listening**. At the end of the 4-month course (10 hours per week + 2.5 lab hours), successful students will be able to:

### Speaking

1. Answer phone briefly, communicate simple information and take simple phone messages;
2. Demonstrate a step-by-step procedure about a simple routine related to a familiar task;
3. Relate a detailed sequence of events related to a past experience, including reasons and consequences;
4. Ask for and provide information in an interview related to daily activities;
5. Express and respond to opinions and preferences and make suggestions and predictions related to non-personal familiar topics;
6. Manage interactions by using strategies to open and close short formal and informal conversations; and use strategies to take turns and avoid answering questions;
7. Express and respond to compliments, apologies, regrets and excuses;
8. Make or cancel an appointment or arrangement; and make a request for goods and/ or services; and
9. Express feelings, obligation, ability and (un)certainly concerning personal situations.

### Listening

1. Understand a set of instructions related to a simple routine when not presented completely in sequence; and complete a related task;
2. Identify sequence of events, details, and explanations in a narrative oral account; and briefly retell the sequence of events;
3. Understand the main idea and detailed information given in a 2 -3 minute conversation, report, or news item;
4. Take information from a pre-recorded phone message with 3 – 5 details;
5. Identify other people's opinions, preferences, suggestions and predictions related to non-personal familiar topics;
6. Actively participate in conversations using strategies to indicate partial comprehension, encourage conversation and recognize others' bids for turns and hedging phrases; and
7. Recognize and show concern about the value of other people's feelings, obligations, ability and (un)certainly concerning personal situations.

### Continue to Learn How to:

1. Demonstrate time management and independent learning skills; and
2. Make use of an English-English dictionary and a reference grammar in order to select or confirm.



**ELD Department  
Progress and Attendance Guidelines  
ELD 032-064**

Students are responsible for

- attending classes regularly (see “Attendance” below)
- speaking English in class
- participating in discussions and group activities
- doing assigned homework and in-class work
- contributing to a positive learning environment
- turning off cell phones
- going to the Help Centre for extra help.

All students are strongly encouraged to attend Help Centre. This is included as part of students’ fees and funding for funded students.

**Attendance**

Students are expected to attend class every day, participate in class discussions and group activities, complete assignments, and attend Help Centre.

**If you are absent, you must email or leave a message with your teacher(s).**

<http://camosun.ca/learn/calendar/current/pdf/admin-reg-policies.pdf> (p.28)

It is each student’s responsibility to attend the first class meeting of each course. If a student does not attend the first class and does not contact the instructor, an ELDD instructional assistant or an international education advisor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.

If a student does not attend classes and does not officially withdraw (via Camlink or Student Services) prior to fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid and may receive an IP grade.

**If you cannot come the day of a test, you MUST phone or email the instructor**

**BEFORE the beginning of the class.**

**Makeup tests will only be considered with a valid excuse and with sufficient notification.**

During the term, if a student misses one week of class(es) without official documentation, s/he will first with the instructor to resolve the problem. If no resolution can be made, then the student will meet with the Chair of the department who may recommend the following:

- attend Help Centre
- counseling
- program changes
- withdrawal
- discussion with an academic or an International Student Advisor (where appropriate)

College policy states at the end of term, if a student has missed 50% of class after having received departmental support, a letter will be sent to the student’s local and permanent address regarding his or her absence in the course. A student with an attendance problem may not be allowed to register for the following term.

Students in any level who are receiving funding for their courses are expected to attend classes regularly. If the student is unable to attend classes, s/he is expected to contact his/her instructor(s) or an ELD instructional assistant. Alternatively, official documentation is expected.

## FINAL EXAMS

You cannot write your final exams early. Students need to remain in Victoria, attending Camosun until August 11<sup>th</sup>, 2017. Please book your flight to leave after August 11<sup>th</sup>, 2017.

## GRADING POLICY:

To complete **054** a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (listening, and speaking listed on Page 1 above). At the end of the term, the student will receive a grade based on the Competency Grading System below.

### Competency Based Grading System

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.

## ACADEMIC PROGRESS REQUIREMENTS

### Progress

If a full-time student in both a Listening and Speaking and a Reading and Writing course (20 hours + 5 hours of lab per week) does not progress in the first attempt of a level, s/he will talk with the instructor to find ways for the student to succeed. This may include counseling, getting help from the learning skills centre, a different program or institution.

If the full-time student does not progress in the second attempt at the same level, s/he may be put on probation for the following term.

*You must meet the prerequisites of the next level to proceed.*

\*Part-time students (12-15 hours per week) may require two or more semesters to complete a level.

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

<http://camosun.ca/learn/calendar/current/pdf/2013-2014-calendar.pdf>