



**Course Outline**  
**ELD 033: English Basics I**  
**Summer 2018**  
**May 7 to August 17**

	<b>Section 001</b>	<b>Section 002</b>
<b>Instructor</b>	Dirk MacKenzie	Ria Voros
<b>Time</b>	8:30 a.m. – 10:20 a.m.	10:30 a.m. – 12:20 a.m.
<b>Room</b>	Monday: CBA 102 Tuesday: CBA 144 (Lab) Wednesday: CBA 102 Thursday: CBA 102 Friday: CBA 102	Monday: CBA 143 Tuesday: CBA 143 Wednesday: CBA 143 Thursday: CBA 143 Friday: CBA 144
<b>Office Hours</b>	To be determined	By appointment
<b>Office</b>	CBA 135	CBA 141A
<b>Phone</b>	250-514-6771	250-370-4936
<b>Email</b>	mackenzied@camosun.bc.ca	vorosr@camosun.bc.ca
<b>Website (D2L)</b>		

**Expectations**

- You are expected to be on time, attend class every day, speak English in class and out of class, participate in class activities, ask questions if you don't understand, and complete your assignments.
- You must not answer your cell phone, text, check your email, or play games on your phone in class.
- You must not cheat on any tests.
- If you need to be absent, phone to leave a message or email your instructor.

**Required Books and Materials**

1. *Four Corners 1, Full Contact* (ISBN 978-0-521-12634-2)]
2. *Oxford Picture Dictionary* Third Edition (ISBN 978-0-19-902710-1)
3. Headset with Microphone – NO USB CONNECTION

**No class on:**

- Monday, May 21
- Monday, July 2
- Monday, August 6

**ELD 033 Learning Outcomes**

In this integrated skills course, non-native speakers develop basic listening, speaking, reading and writing skills using limited vocabulary in familiar, non-demanding, well-supported contexts. Students can expect to progress from Canadian Language Benchmark 2 to 3. By the end of this course, students will be working at Canadian Language Benchmark 3.

<p><b>Listening</b> Respond to a small number of key words and simple phrases, questions and sentences in short, slow, strongly supported communication in non-demanding contexts.</p> <ol style="list-style-type: none"> <li>1. Understand greetings, introductions, good-byes and courtesy phrases.</li> <li>2. Understand requests for repetition and</li> </ol>	<p><b>Speaking</b> Orally communicate basic information using a small number of common words and simple phrases and sentences, usually in response to questions about personal needs and experiences in strongly supported, non-demanding contexts.</p> <ol style="list-style-type: none"> <li>1. Use and respond to greetings, introductions, good-byes and courtesy phrases.</li> </ol>
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<p>clarification.</p> <ol style="list-style-type: none"> <li>3. Understand short, simple, common instructions and directions.</li> <li>4. Understand expressions and responses for requests.</li> <li>5. Understand factual details in conversations and stories about familiar, concrete topics.</li> </ol>	<ol style="list-style-type: none"> <li>2. Express communication problems.</li> <li>3. Give short, simple, common instructions.</li> <li>4. Make and respond to simple requests (such as asking for help or an item).</li> <li>5. Give and ask for expanded basic personal information including likes, dislikes, ability and inability.</li> <li>6. Describe scenes, habits and past experiences.</li> <li>7. Describe basic feelings, needs, wants and plans.</li> </ol>
<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Decode common words and phrases.</li> <li>• Interpret the meaning of common words, phrases and simple sentences in short, simple, visually-supported texts in very clear, non-demanding contexts.</li> </ul> <ol style="list-style-type: none"> <li>1. Understand short greetings and other goodwill messages.</li> <li>2. Understand short, simple, clearly-sequenced instructions.</li> <li>3. Get information from simple formatted texts (such as forms, maps, schedules, signs, labels or receipts).</li> <li>4. Get information from short, simple business or services notices (such as flyers or simple advertisements).</li> <li>5. Understand the purpose and some factual details in simple, short texts about familiar, concrete topics.</li> </ol>	<p><b>Writing</b></p> <p>Reproduce short pieces of information. Write basic information using an expanding range of familiar words and simple phrases and sentences related to immediate needs, common situations and very familiar experiences in non-demanding contexts.</p> <ol style="list-style-type: none"> <li>1. Write an expanding range of goodwill messages in cards or simple standard texts.</li> <li>2. Copy a range of information from simple lists, schedules, advertisements, dictionaries or short passages.</li> <li>3. Complete short, simple forms with basic personal identification or familiar information.</li> <li>4. Write simple sentences to complete short guided texts or answer simple questions to describe personal situations.</li> </ol>

To complete 033, students must get a mark of S (Satisfactory) on the outcomes in each skill area (speaking, listening, reading, and writing). There will also be in-class quizzes and the results will be considered in the overall assessment.

**Progress and Attendance Policy**

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 (CBA 160) for extra help.

**Attendance**

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

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

<http://camosun.ca/learn/calendar/current/procedures.html#admissions>

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 ELD 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. <http://camosun.ca/learn/calendar/current/procedures.html#admissions>

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 NC 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 sufficient notification.**

During the term, if a student misses one week of class(es) without official documentation, s/he will first meet 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:

- getting help from the Help Centre
- counselling
- program changes
- withdrawal
- discussion with an Academic or an International Student Advisor (where appropriate)

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 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 if classes are missed.

### **GRADING POLICY**

To complete an ELD course a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area. 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.
NC	The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.

### **ACADEMIC PROGRESS GUIDELINES**

#### **Progress**

If a full-time student (20 hours per week) does not progress in the first attempt of the level, the instructor will speak to the student about ways to succeed. If the full-time student does not progress in the second attempt of a level, the Chair will meet with the student. If the student does not progress in the third attempt at the same level, the Dean will meet with the student.

These Academic Progress Guidelines are designed to enhance a learner's likelihood of success. Students should become familiar with the content of these Guidelines. The Guidelines are available in each School Administration Office.