



جامعة دبي UNIVERSITY of DUBAI

English II

Course Information
Semester.....

Bring this document to each class; it contains the schedule for homework, assignments and tests

Course code: ENGL105

Section no:.....

Instructor's name:.....

Instructor's office location:.....

Instructor's e-mail:.....

Instructor's telephone number:.....

Office hours:.....

The learning objectives for this course

1. To enlarge your English vocabulary and learn words and expressions related to contemporary business issues and information technology.
2. To develop your skills in reading, summarizing and analyzing information in English.
3. To further develop your writing of English.

The main activities in this course

At home: Passages to read for each class from *Strategic Reading 2*, *Dubai Tales*, or the *Emirates Business* newspaper

In class:

1. Review and discussion of homework readings
2. Short test on homework readings.
3. Preview of next week's homework
4. Activities based on the weekly readings, to develop skills in understanding, summarizing and analyzing written information.
5. Writing summaries, analyses and responses to the weekly readings.
6. Review of writing tasks and lessons to be learned from them

How your grade in this course will be obtained

Tests on the homework readings (best 10 out of 12 tests): **25%**

In-class individual writing tasks (best 5 out of 6 marks): **20%**

Group activities in class (best 5 out of 6 marks): **5%**

Mid-term exam: **20%**

Final exam: **30%**

The mid-term and final exams will include:

1. Questions on the homework readings
2. Questions on reading passages that you have not seen before the exam
3. Writing tasks similar to those done in class.

You can choose your approximate grade on this course (depending on your level of English) mainly by how carefully you do the homework reading, as the table below shows. If you miss classes, and therefore miss tests and writing assignments, this will also affect your mark.

Your level of English	<i>Homework reading done carefully</i>	<i>Homework reading done "sort of"</i>	<i>Homework reading not done</i>
STRONG	Probable grade: A	Probable grade: B	Probable grade: C
OK	Probable grade: B	Probable grade: C	Probable grade: D
WEAK	Probable grade: C	Probable grade: D	Probable grade: F

Books you must bring to every class

1. *Strategic Reading 2*
2. *Dubai Tales*
3. A dictionary.

The dictionary can be English-English, English-Arabic, or English-English-Arabic. We recommend that you bring a book dictionary. If you don't already have a dictionary that you like, we recommend you buy the *Longman Dictionary of Modern English* (English-English-Arabic) at the university bookstore. It's a fat book to carry around, but it's worth it. You can get a locker at the university to keep books in so you don't always have to carry them to and from your home. To get a locker, go to the Student Services department.

Once you have registered in the course you are allowed one class to obtain your textbooks. After that, your course grade will be lowered by 1% for each class you attend without all your textbooks, including a dictionary.

University policy on attendance and lateness

Each class lasts for 2 hours and 50 minutes, including a 10-minute break in the middle of each class (20 minutes break in afternoon and evening classes). (Class times are shorter in Ramadan.)

Attendance will be taken at the start of the class and after the break. If you are more than 10 minutes late for the start of a class you will be marked late. If you are more than 20 minutes late you will be marked absent for the first half of the class. Attendance is taken again in the second half of the class (after the break). If you do not return to the class on time after the break you will be marked absent. If you leave the class at other times you may be marked absent for that half of the class.

Four late marks equal one absence. If you are absent for 25% of the classes in the course (i.e. 8 absences) you will fail the course. However, if you miss less than 25% of the classes in the course your course mark will not be affected by the number of times you were absent or late.

No reasons or excuses can be accepted by the instructor, or exceptions made, even on such grounds as medical condition, work or family problems, traffic, parking, lifts etc. The instructor is required to follow university policy, so please do not ask him or her to be "flexible".

Marking attendance and lateness will start at the first class. If you register for the course after the date of the first class, your attendance will be marked as soon as your name appears on the list of students registered in that class in the university's computer system.

Missed tests and exams

If you miss a test or in-class writing assignment you can not do it at another time. However, if you miss the mid-term or final exam you may apply to the Student Affairs department for permission to take a make-up exam at a later date. You must provide evidence that you were unable to take the exam at the normal time. *When you take a make-up exam, your mark on that exam is reduced by 20%.* Make-up mid-term exams are taken in the 13th week of the semester. Make-up final exams are written on the dates specified in the academic calendar, just before the start of the Fall and Spring semesters.

Homework

There is reading to do for homework after each class, as listed in the course schedule in this document. You should read the homework passages slowly and carefully, looking up words if necessary. Make sure you understand all the ideas and information in the passage and the meanings of the words.

At the beginning of each class there is a short test on the homework. Those tests are worth 25% of your course mark. If you do not do the homework carefully you will not get a good mark in this course, and you might even fail the course. The homework will probably take you between 40 and 100 minutes each week, depending on how good you are at reading, but some students may need to spend more time than that.

Writing tasks

There will be six writing tasks during the term, on the dates listed in the course schedule. They must be completed in class on those dates and handed in at the end of the class. *They cannot be done or completed at home.* You must do the writing task yourself and not copy someone else's work. You will be given special paper to write on.

In order to obtain a passing grade on your writing tasks in the course, including the exams, your writing should meet the following standards:

- All the sentences should be understandable
- Simple sentences should contain *very few mistakes*
- More complex sentence structures should be *mainly* correct
- Your writing assignment should be clearly organized
- You should complete the actual task assigned

When your writing is returned to you it will have two marks out of 5: one for Content and Length (C & L), and one for Grammar and Organization (G & O). So your total mark for each Writing assignment will be out of 10. There will not be many corrections of grammar and usage on your paper, but if your grammar and organization mark is below 3.5 you are strongly encouraged to come and see the instructor in the office hour to go over your writing in detail and see where the mistakes are. The five-point scale used for each of the two marks on your writing is as follows:

5	(A)
4	(B)
3.5	(C)
3	(D)
0 – 2	(F)

Other advice about this course

Please do not use your mobile during the class.

Write down, and keep a list of, new English words and expressions you learn in this course (in the homework and in class) and review them regularly.

In case of problems, please speak to your instructor to see if the problem can be resolved before going to university administrators.

We expect that students in this course will be serious students who want to improve their English and are willing to do the work that is required. If you disrupt the class through such actions as using a mobile phone, leaving the class without good reason, or other behavior that disturbs other students, the instructor will note this on the computerized course record. For each instance of disruptive behavior your total course mark will be reduced by 1%. After three instances of such behavior you will fail the course and the case will be sent to the Student Affairs department for investigation.

Please don't try to cheat on tests or exams. The university considers this a serious offence, and the normal penalty for a first offence is failure of the course. On subsequent occasions the penalties are more severe, including permanent dismissal from the university.

COURSE SCHEDULE

(SR = *Strategic Reading 2*; DT = *Dubai Tales*)

Class 1

Introduction to course
SR Unit 1, group activity and practice test
Preview of homework for next week's class

Homework: Readings in SR Unit 2; DT pp

Class 2

Review of homework readings
Test (1) on homework readings
Preview of homework for next week's class
Follow-up to homework readings
Group activity (1) based on homework readings

Homework: Readings in SR Unit 4; other readings TBA from Emirates Business

Class 3

Review of homework readings
Test (2) on homework readings
Preview of homework for next week's class
Follow-up to homework readings
Writing task (1) based on homework readings

Homework: Readings in SR Unit 5; DT pp.

Class 4

Review of homework readings
Test (3) on homework readings
Preview of homework for next week's class
Review of Writing task 1
Follow-up to homework readings
Group activity (2) based on homework readings

Homework: Readings in SR Unit 6; other readings TBA from Emirates Business

Class 5

Review of homework readings
Test (4) on homework readings
Preview of homework for next week's class
Follow-up to homework readings
Writing task (2) based on homework readings

Homework: Readings in SR Unit 7; DT pp.

Class 6

Review of homework readings
Test (5) on homework readings
Preview of homework for next week's class
Review of Writing task 2
Follow-up to homework readings
Group activity (3) based on homework readings

Homework: Readings in SR Unit 8; other readings TBA from Emirates Business

Class 7

Review of homework readings
Test (6) on homework readings
Preview of homework for next week's class
Follow-up to homework readings
Writing task (3) based on homework readings

Homework: Readings in SR Unit 9; DT pp.

Classes 8 and 9 Mid-term exam OR as below, depending on section:

Review of homework readings
Test (7) on homework readings
Preview of homework for next week's class
Follow up to Writing task 3
Follow-up to homework readings
Group activity (4) based on homework readings

Homework: Readings in SR Unit 10; other readings TBA from Emirates Business

Class 10

Go over mid-term exam
Review of homework readings
Test (8) on homework readings
Preview of homework for next week's class
Follow-up to homework readings
Writing task (4) based on homework readings

Homework: Readings in SR Unit 11; DT pp.

Class 11

Review of homework readings
Test (9) on homework readings
Preview of homework for next week's class
Review of Writing task 4
Follow-up to homework readings
Group activity (5) based on homework readings

Homework: Readings in SR Unit 12; other readings TBA from Emirates Business

Class 12

Review of homework readings
Test (10) on homework readings
Preview of homework for next week's class
Follow-up to homework readings
Writing task (5) based on homework readings

Homework: Readings in SR Unit 14; DT pp.

Class 13

Review of homework readings
Test (11) on homework readings
Review of Writing task 5
Follow-up to homework readings
Group activity (6) based on homework readings

Homework: Readings in SR Unit 15; other readings TBA from Emirates Business

Class 14

Review of homework readings

Test (12) on homework readings

Follow-up to homework readings

Writing task (6) based on homework readings

Class 15

Hand back final test and writing task and go over coursework marks

Review of Writing task 6

Review for final exam