



جامعة دبي
UNIVERSITY of DUBAI

Centre for English as a Second Language (CESL)

English for Special Purposes (Business & Science)

Course Syllabus

Semester: Spring

Academic Year: 2009/10

Course No.: ESPU 200/210
Course Title: English for Special Purposes (Business & Science)
Prerequisites: ENGL 105, 60 Credit Hours
Class Hours: **Time:** 07:00 – 10:00 pm **Day:** M, T
Room/Lab: 210 - 624

English for Special Purposes [Business and Science]

The objective of these courses is to develop students' work-related English language and communication skills. Conventions of spoken and written usage for various purposes in the workplace are studied. The course also aims to enlarge students' vocabularies and enrich their knowledge of ways to express ideas. Students use a computer lab for writing tasks.

Prerequisite: ENGL 105 + 60CH; **Semester offered:** 1 & 2

Objectives of the course

- A. To further develop your reading skills, including the analysis and understanding of business based articles.
- B. To extend your ability to write business communications in English.
- C. To develop your awareness of styles of English appropriate for business communications
- D. To extend your business vocabulary through use of the course book, through extra homework readings and through use of the glossary.

Learning outcomes of the course

If you study effectively, then by the end of this course, you should be able to:

- A. Understand and analyse real-life texts of different types dealing with business or workplace issues.
- B. Produce word-processed shorter types of common business/workplace writing such as e-mails or memos.
- C. Use language appropriate to business communication.
- D. Possess a vocabulary large enough for reading and writing business-related documents

How your achievement of these learning outcomes will be assessed

Learning outcome A

- Graded homework [10 %]: You will be given reading passages as homework. These passages are primarily related to the topics covered in the course and you will be given questions on them in the next class. You will normally have eight of these, the best six of which will count towards your final score.
- Quizzes [10 %]: You will have three Reading / Language Usage tests, the best two of which will count towards your final mark.
- Mid-term exam [8%]: This means nearly half of the mid-term exam mark is allocated to the assessment of this learning outcome.
- Final exam [17%]: This means over half of the final exam total mark is allocated to the assessment of this learning outcome.

Learning outcome B

- Written assignments [20%]: You will have 5 of these.
- Mid term and final exams [Half of the marks of the mid-term exam [10%] and one-third of the final exam marks [10%] will be allocated to the assessment of this learning outcome.]

Learning outcome C

- This will be assessed as part of your written assignments. The marking schemes for each assignment take into account the appropriate use of language.

Learning outcome D

- Mid-term exam: 2% of the total course marks will be allocated to the testing of glossary words in this exam.
- Final Exam: 3% of the total course marks are allocated to the testing of glossary words in this exam. This means 5% of the total course mark is allocated to glossary words.
- Graded Homework: [See above under Learning Outcome A.]The graded homework includes testing of vocabulary.
- The quizzes include questions which test vocabulary covered in the course book.

Summary of marks distribution

Writing assignments: 20%

Graded Homework: 10%

Quizzes: 10%

Mid-term: 20% [8% Reading / Language; 2% Glossary; 10% Writing]

Final: 30% [17% Reading / Language; 3% Glossary Words;
10% Writing]

In addition, 10% of the total course mark will be allocated to the CAAP [Collegiate Assessment of Academic Proficiency] exams which you will sit in Week 10.

Books you will need

Mascull, Bill & Heitler, David, Market Leader (New Edition) Course Book, Pearson Longman, 2006

Mascull, Bill & Heitler, David, Market Leader (New Edition) Workbook, Pearson Longman, 2006

Handouts

You will be given a booklet with Glossary words and exercises as well as reading and writing assignments.

Additional notes:

Please note, there is now an English tutoring service available in the Learning Centre [Library, MSUD building]. You can arrange to meet Ms Ingy Kassem [ext. 654] for this. You are encouraged to visit her if you have difficulties with writing, for example, or if you wish assistance with reviewing sample CAAP papers.

If you have any problems related to the course, please speak to the instructor in private.

We welcome feedback on the course and its contents and are always looking for ways in which it might be improved. Please feel free to let your instructor know if you have any suggestions on this. No need to wait until the end of the course.

Written assignments are done in the lab in class time. After initial correction you will be given an opportunity to submit a final draft. Although, in some assignments you will work in groups to discuss the case study which is the basis of the assignment, you are NOT permitted to do the actual writing of the assignment as a group effort.

If you miss a writing session, you should either do it during the next session or arrange a suitable time with your instructor, such as in his or her next office hour.

In view of the extensive vocabulary involved in the course, it is advisable to bring a dictionary with you to class.

Appendix

1. Relationship between CLOs, PCOs and POs

Course Learning Outcomes [CLOs]	Programme Concentration Outcomes [PCOs]	Programme Objectives related to this CLO [POs]
1. Understand and analyse real-life texts dealing with business or workplace issues	4. [Understand spoken and written English sufficiently well to allow them to learn effectively in other courses at UD] 6. [Summarise and analyse passages of expository English prose such as those found in newspapers and books]	2. [Communicate effectively, think critically and make creative career decisions]
2. Produce word-processed shorter types of common business-related writing, such as emails or memos	5. [Produce a well-organised piece of writing in understandable English] 6. [Summarise and analyse passages of expository English prose such as those found in newspapers and books] 7. [Follow the conventions for writing business communications in English]	2. [Communicate effectively, think critically and make creative career decisions]
3. Use language appropriate to business communication	6. [Summarise and analyse passages of expository English prose such as those found in newspapers and books] 7. [Follow the conventions for writing business communications in English]	2. [Communicate effectively, think critically and make creative career decisions]
4. Possess a vocabulary large enough for reading and writing business-related documents.	4. [Understand spoken and written English sufficiently well to allow them to learn effectively in other courses at UD] 6. [Summarise and analyse passages of expository English prose such as those found in newspapers and books]	2. [Communicate effectively, think critically and make creative career decisions]

2. Relationship between CLOs and the course assessment measures

Course Learning Outcomes [CLOs]	Course work			Mid-term exam	Final exam	Total	CAAP Tests	
	Quizzes	Writing assignments	Reading checks					
CLO (A)	8%		7 %	8 %	17 %	40%		
CLO (B)		15 %		10 %	10 %	35		
CLO (C)		5 %				5 %		
CLO (D)	2 %		3 %	2 %	3 %	10 %		
Total	10 %	20%	10 %	20%	30%	90%	10%	100%

English for Special Purposes (Business/Science), ESPU 200/210 Spring Semester, 2010		
<u>Week</u>	<u>Material to be covered</u>	<u>Homework</u>
1	<p>Introduction to the Course and CAAP exams Glossary: Introduction and preview of <i>abandon – conformity</i> [sub-list 8] Reading: Skills revision -[Handouts] - How to find nouns, verbs and adjectives in a text - Word referencing practice Business writing: - Memo ex. as a group, page 7 [PF], comparison in style to emails - Writing formalities and diplomatic language</p>	<p>a) Glossary Exs. pp. 4-5 b) Diplomatic language – Ex 2-3 as necessary</p>
2	<p>Glossary: Review pp.4-5 / Preview <i>commodity – eventually</i> Reading and language: a) Diplomatic language exercise continued as necessary b)Unit One [CB] Discussion, vocabulary, reading Writing: Assignment 1 Email [1st draft]</p>	Glossary p.6
3	<p>Glossary: Review p.6 / Preview <i>exhibit – manipulation</i> Reading and Language: Unit One [CB] continued / PF exercises Quiz One: Reading, Language & Vocabulary Writing: Assignment 1 Re-draft and correction symbols exercise as time allows</p>	<p>a)Homework Reading # 1a b)Glossary Ex. p 7 c)PF – editing ex. p.10</p>
4	<p>Glossary: Preview <i>minimized – visual</i> /Review p. 7 1st Homework Reading Check Reading and language: Unit Two [CB] Writing: Preparatory task -Case study Development of a brand – role play of a brainstorming meeting]</p>	<p>a)Homework Reading # 2 b) Glossary pp 8&9</p>
5	<p>Glossary Review pp 8&9 / Preview <i>accommodation – controversy</i> [Sub-list 9] 2nd Homework Reading Check Reading and language: Unit Two [CB] continued Writing: Assignment 2 Email to company directors, summarising outcome of above meeting Grammar: Brief review of passive voice</p>	<p>a) Glossary p.18 b) Grammar – Passive voice handout exercise</p>
6	<p>Glossary: Review p.18/ Preview <i>converse-manual</i> Quiz Two - Reading, Language & Vocabulary Reading and Language: Unit 4 [Success] Grammar: Tense Revision Writing: Assignment 2 Re-draft</p>	<p>a) Glossary: p.19 b) Tense revision continued as necessary</p>

7	Glossary: Review p. 19 Reading and Language: Unit 4 CB /PF continued Writing: Assignment 3 - Minutes of Meeting - Preparatory role play and first draft	a) Homework reading #3
8	3rd Homework Reading Check Reading and Language: Unit 4 – finish or begin Unit 7 [E-commerce] Grammar: Reported Speech [Handouts] Writing: Assignment 3 Re-draft	PF Unit 4 or 7 - according to class work completed - for Wk. 11
9	Glossary: Mid-term Exam	
10	Exam feedback CAAP Tests	
11	Glossary: Preview <i>mature-relaxed</i> Reading and Language: Unit 7 CB / PF Writing: Assignment 4 Covering letter The use of parallelism in reports and CVs	a) Homework Reading # 4 b)Glossary pp. 20-21
12	Glossary: Review pp. 20-21 / Preview <i>restraint – vision</i> Discussion & Vocabulary: Unit 7 CB / PF [cont.] 4th Homework Reading Check Grammar: Passive voice review Writing: Assignment 4 re-draft	a) Homework Reading # 5 b) Glossary p.22
13	Glossary: Review p. 22 / Preview <i>adjacent – intrinsic</i> Sub-list 10 5th Homework Reading Check Reading and language: Unit 10 CB/PF Customer Service Writing: Assignment 5 Report with recommendations [using case study role play from Unit 10]	a) Glossary p. 29 b) PF Unit 10
14	Glossary Review p.29 Reading and language: Unit 10 CB/PF continued Quiz Three Writing: Assignment 5- Re-draft + review gerunds ex.[handout]	Homework Reading # 6
15	Glossary Preview <i>invoke- whereby</i> / Finish exercises & general revision as necessary. Reading and Language: Unit 10 CB/PF [cont.] 6th Homework Reading Check Writing: Finish as required	
Final Exam	<u>Please check date, location & time. The exam may be in a different room and building, at a different time and on a different day from normal!!</u>	

English for Special Purposes (Business/Science), ESPU 200/210 Spring Semester, 2010 –Section 3 Tuesday		
<u>Week</u>	<u>Material to be covered</u>	<u>Homework</u>
1	<p>Introduction to the Course and CAAP exams Glossary: Introduction and preview of <i>abandon – conformity</i> [sub-list 8] Reading: Skills revision -[Handouts] - How to find nouns, verbs and adjectives in a text - Word referencing practice Business writing: - Memo ex. as a group, page 7 [PF], comparison in style to emails - Writing formalities and diplomatic language</p>	<p>a) Glossary Exs. pp. 4-5 b) Diplomatic language – Ex 2-3 as necessary</p>
2	<p>Glossary: Review pp.4-5 / Preview <i>commodity – eventually</i> Reading and language: a) Diplomatic language exercise continued as necessary b)Unit One [CB] Discussion, vocabulary, reading Writing: Assignment 1 Email [1st draft]</p>	Glossary p.6
3	<p>Glossary: Review p.6 / Preview <i>exhibit – manipulation</i> Reading and Language: Unit One [CB] continued / PF exercises Quiz One: Reading, Language & Vocabulary Writing: Assignment 1 Re-draft and correction symbols exercise as time allows</p>	<p>a)Homework Reading # 1a b)Glossary Ex. p 7 c)PF – editing ex. p.10</p>
4	<p>Glossary: Preview <i>minimized – visual</i> /Review p. 7 1st Homework Reading Check Reading and language: Unit Two [CB] Writing: Preparatory task -Case study Development of a brand – role play of a brainstorming meeting]</p>	<p>a)Homework Reading # 2 b) Glossary pp 8&9</p>
5	<p>Glossary Review pp 8&9 / Preview <i>accommodation – controversy</i> [Sub-list 9] 2nd Homework Reading Check Reading and language: Unit Two [CB] continued Writing: Assignment 2 Email to company directors, summarising outcome of above meeting Grammar: Brief review of passive voice</p>	<p>a) Glossary p.18 b) Grammar – Passive voice handout exercise</p>
6	<p>Glossary: Review p.18/ Preview <i>converse-manual</i> Quiz Two - Reading, Language & Vocabulary Reading and Language: Unit 4 [Success] Grammar: Tense Revision Writing: Assignment 2 Re-draft</p>	<p>a) Glossary: p.19 b) Tense revision continued as necessary</p>

7	Glossary: Review p. 19 Reading and Language: Unit 4 CB /PF continued Writing: Assignment 3 - Minutes of Meeting - Preparatory role play and first draft	a) Homework reading #3 [For Week 9]
8	Glossary: Mid-term Exam	
9	Exam feedback 3rd Homework Reading Check Reading and Language: Unit 4 – finish or begin Unit 7 [E-commerce] Grammar: Reported Speech [Handouts] Writing: Assignment 3 Re-draft	PF Unit 4 or 7 - according to class work completed - for Wk. 11
10	CAAP Tests	
11	Glossary: Preview <i>mature-relaxed</i> Reading and Language: Unit 7 CB / PF Writing: Assignment 4 Covering letter The use of parallelism in reports and CVs	a) Homework Reading # 4 b)Glossary pp. 20-21
12	Glossary: Review pp. 20-21 / Preview <i>restraint – vision</i> Discussion & Vocabulary: Unit 7 CB / PF [cont.] 4th Homework Reading Check Grammar: Passive voice review Writing: Assignment 4 re-draft	a) Homework Reading # 5 b) Glossary p.22
13	Glossary: Review p. 22 / Preview <i>adjacent – intrinsic</i> Sub-list 10 5th Homework Reading Check Reading and language: Unit 10 CB/PF Customer Service Writing: Assignment 5 Report with recommendations [using case study role play from Unit 10]	a) Glossary p. 29 b) PF Unit 10
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15	Glossary Preview <i>invoke- whereby</i> / Finish exercises & general revision as necessary. Reading and Language: Unit 10 CB/PF [cont.] 6th Homework Reading Check Writing: Finish as required	
Final Exam	<u>Please check date, location & time. The exam may be in a different room and building, at a different time and on a different day from normal!!</u>	

