



English II (ENGL 105)

Course Syllabus and Schedule

Spring semester, academic year 2009-2010

Read this document carefully and bring it to each class. It contains the procedures for the course, as well as the schedule of homework, tests etc. You are expected to be familiar with the contents of this document.

ENGL 105 English II

This course continues the process of developing students' abilities in reading and writing English, concentrating particularly on the language of business and information technology. It aims to enlarge their vocabularies (mainly through reading), and enrich their knowledge of ways to express ideas. In their writing, students practice analyzing and summarizing information from source readings.

Prerequisite: ENGL 100 or TOEFL 550 or equivalent; Semester offered: 1 & 2

1. What are the objectives of this course?

To enlarge your general and academic English vocabulary, and increase your knowledge of words, concepts and expressions related to business and information technology.

To develop your skills in understanding and analyzing documents written in English.

To develop your skills in paraphrasing, summarizing and responding (in writing) to documents written in English.

To learn how to acknowledge sources (i.e. provide referencing) in written documents

To further improve your writing in English.

2. Learning outcomes: what will I learn to do better as a result of taking this course, if I study effectively?

Understand and analyze passages similar to those found in English language books and newspapers.

Write comprehensible and organized summaries of - and responses to - the information in such documents.

Understand the words in sublists 5-7 of the *Academic Word List*.

Use external published sources in your writing, and acknowledge your use of sources according to a standard academic format

(See pp. 7-8 of this document for more information about these course learning outcomes.)

3. What is the normal agenda for each class?

Review of the homework. This is your chance to discuss and ask questions about the homework.

Short test on the homework.

Preview of the homework for the next class.

Feedback on last week's writing task (where applicable)

Preparation for today's writing task or group activity

Break for 20 minutes

Writing task OR group activity based on the homework reading.

4. How will my final grade in this course be decided?

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

5 regular writing tasks (best 4 out of 5 marks): **15%**

5 Group activities: **5%**

First special writing task: **5%**

Second special writing task: **10%**

Mid-term exam: **20%**

Final exam: **20%**

TOTAL: 100%

Please note that you can choose your approximate grade in this course (depending on your current level of English) mainly by *how carefully you do the homework reading*, according to the table below. Also, if you *miss* classes, and therefore miss tests and writing tasks, this will also affect your mark. You cannot make up for missed or failed tests or assignments.

Your level of English	<i>Homework done carefully</i>	<i>Homework "sort of" done</i>	<i>Homework 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

5. What should I bring to each class?

1. *Dubai Tales* (buy at university bookstore)
2. This course syllabus
3. The Reading and Vocabulary Module given out the previous week
4. A dictionary
5. Notebook for noting down new words and expressions
6. Pen (or pencil) and paper

The dictionary can be English-English, English-Arabic, or English-English-Arabic. We recommend that you bring a book dictionary, but a good-quality electronic dictionary is acceptable. Dictionaries included in mobile phones, PDAs etc are not acceptable.

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 bit bulky to carry around, but it's worth it. This dictionary will be your friend for the rest of your life. You will need a dictionary both for doing the homework reading at home and for doing the writing tasks in class.

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 the textbooks. So don't leave them at home or in the car!

If you are serious about improving your English you should also have a special place (e.g. in a notebook) where you keep a list of new English words and expressions that you learn in this course, both in the homework and in class. Bring the notebook to class, and review the words and expressions at home from time to time.

6. What homework will I do in this course?

The homework reading for each class is listed in the course schedule on page 9 of this document. Each week's homework consists of one story from *Dubai Tales* and one Reading and Vocabulary Module. This module contains a passage on business or IT for you to read, along with questions on the passage so that you can check your understanding after you have read the passage.

Each module also contains a list of about 12 words for you to learn for next week, including examples of how the words are used. These words are taken from the *Academic Word List*, which contains the words in English which are used mostly commonly in academic publications. In English II we are responsible for sublists 5 to 7 of the *Academic Word List*.

The Reading and Vocabulary module will be handed out in class. If you miss a class you can download the module from Moodle, via the university website. ***The code for accessing this course on Moodle is engl105.***

You should do the homework carefully, looking up words in your dictionary if necessary. Make sure you understand the information in the passage and the meanings of the words. The homework will probably take you between one and two hours, depending on how good you are at reading, but if your reading ability in English is not very strong you may need to spend more time than that.

Most of the activities in each class depend on your having done the homework: if you have not done the homework before the class you will not be able to learn effectively in this course or get good marks, or perhaps even pass the course.

7. The tests

There is a test near the beginning of all classes, except the first class, the class in which the mid-term exam is written, and the last class of the course. So there are a total of 12 tests. Each test contains about 10 questions to check whether you read and understood the homework reading and know the list of words assigned at the last class.

If you have done the homework carefully you should be able to answer all the questions on the test, but if you have not done the homework at all you may not be able to answer any of the questions. You will usually be given your result on the test before the end of the class. The mark for each test will be out of 10

8. The writing tasks

There will be five regular writing tasks during the term, plus two special writing tasks, on the dates listed in the course schedule (see p. 9). The five regular writing tasks must be completed in class on those dates and handed in at the end of the class. *They cannot be done at home or made up later in the course.* You will be given special paper to write on.

If you do not understand the task you have been given, ask your instructor. You may discuss the topic with other students before writing your assignment, but you must do the actual writing yourself and not copy part or all of someone else's work. The special writing task will be done as homework and submitted in class.

The regular writing tasks usually consist of four paragraphs written in response to the homework reading, e.g. summarizing a passage, explaining the information in a passage, or giving your own ideas about the topic in a passage.

Each of the paragraphs will receive a score out of 5, based on three criteria: the accuracy of the answer, the comprehensibility of your writing, and the correctness of your English. The total mark for each writing assignment will be out of 10.

There will not be a lot of corrections of grammar and usage on your paper, but if your grammar is not good you will be informed of this and strongly encouraged to come and see the instructor in the office hour to go over your writing in detail and see where the other mistakes are. You can also use the Learning Center in the Library to get individual help with your writing or your reading.

The two special writing tasks will each consist of a piece of writing in which you need to use various sources of information, either given to you by the instructor or found by you in the library, and provide references to those sources of information in your writing. You will learn how to use one of the standard ways of acknowledging sources that are used in academic writing.

9. The group activities

There will be 5 group activities during the semester, on the dates listed in the course schedule (see p. 9). You can choose or form your own group. Groups must consist of 3 or 4 people, unless the instructor decides differently. You must return from the break in time to join your group. Also, you must contribute fully to the work of the group. Once you have finished the assigned group activity you must wait until the instructor has checked and approved your group's work, and revised it if necessary, before you leave the class. You will receive 1 mark for each properly completed group activity.

10. The exams

The mid-term and final exams will consist of some or all of the following:

1. A comprehension exercise on a reading passage that you have not seen before.
2. Questions on some of the passages and stories read for homework so far.
3. Questions on the words in the word lists in the Reading and Vocabulary Modules.
4. Writing tasks similar to those done in class (e.g. summarizing and analyzing), based on reading passages that you have not seen before.

11. What happens if I miss a test, writing task or group activity?

You cannot do it at another time. If you arrive at the class while the weekly test is in progress you can still write the test but you will not be allowed extra time. If you arrive at the class after the test has been finished you will not normally be allowed to write the test. However, if the instructor decides that it can be done conveniently and securely without jeopardizing the proper running of the class you may still be allowed to write the test, at the instructor's discretion.

12. What happens if I miss the mid-term or final exam?

You may apply to the Admissions and Registration 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 written 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 semester.

SEE PAGES 9-10 FOR COURSE SCHEDULE

APPENDIX 1

Course Learning Outcomes related to English Outcomes and General Education Program Outcomes

Course Learning Outcome (CLO)	English Outcomes related to this CLO	General Education Program Outcomes related to this CLO
1. Understand and analyze passages similar to those found in English language books and newspapers	4. Understand spoken and written English well enough to learn effectively in other courses at UD 6. Summarize and analyze passages of English prose such as those found in newspapers and books	2. Communicate effectively, think critically and make creative career decisions
2. Write comprehensible and organized summaries and analyses of - and responses to - the information in such documents	5. Produce an organized piece of writing in understandable English 6. Summarize and analyze passages of English prose such as those found in newspapers and books 7. Produce effective business-style written communications in English	2. Communicate effectively, think critically and make creative career decisions
3. Understand the words in sublists 5-7 of the <i>Academic Word List</i>	4. Understand spoken and written English well enough to learn effectively in other courses at UD	2. Communicate effectively, think critically and make creative career decisions
4. Use external published sources in your writing, and acknowledge your use of sources according to a standard academic format		2. Communicate effectively, think critically and make creative career decisions

SEE PAGES 9-10 FOR COURSE SCHEDULE

APPENDIX 2

Assessment of Course Learning Outcomes

Course Learning Outcome	Tests	Writing tasks	Group activities	Mid-term exam	Final exam	TOTAL
1. Understand and analyze passages similar to those found in English language books and newspapers	15%	5%	2.5%	9%	9%	40.5%
2. Write comprehensible and organized summaries and analyses of - and responses to - the information in such documents	5%	15%	2.5%	9%	9%	40.5%
3. Understand the words in sublists 5-7 of the <i>Academic Word List</i>	5%			2%	2%	9%
4. Use external published sources in your writing, and acknowledge your use of sources according to a standard academic format		10%				10%
TOTAL	25%	30%	5%	20%	20%	100%

SEE PAGES 9-10 FOR COURSE SCHEDULE

COURSE SCHEDULE

*The reading and vocabulary modules will be handed out in class. If you miss a class you can download the module from Moodle or from the S: drive on the university's computer network (look for "English II" in the CESL section). **The code for accessing this course on Moodle is engl105.***

Class 1

Introduction of course syllabus and requirements.

*Homework for next class: "The Long Awaited Trip", *Dubai Tales* p. 39-46; Reading and vocabulary module 1.*

Class 2

Test 1

Writing task 1

*Homework for next class: "A Study Course", *Dubai Tales* p. 9-14; Reading and vocabulary module 2.*

Class 3

Test 2

Review of writing task 1 examples

Group activity 1

*Homework for next class: "Father and Son", *Dubai Tales* p. 53-59; Reading and vocabulary module 3.*

Class 4

Test 3

Writing task 2

*Homework for next class: "An Icy Marriage", *Dubai Tales* p. 73-78; Reading and vocabulary module 4.*

Class 5

Test 4

Review of writing task 2 examples

Group activity 2

*Homework for next class: "Problem and Solution", *Dubai Tales* p. 121-126; Reading and vocabulary module 5.*

Class 6

Test 5

Writing task 3

*Homework for next class: "A One-off Encounter", *Dubai Tales* p. 83-86; Reading and vocabulary module 6.*

Class 7

Test 6

Review of writing task 3 examples

Group activity 3

Review for mid-term exam if applicable.

*Homework (for class 8 or 9): "Look After Yourself", *Dubai Tales* p. 93-96; Reading and vocabulary module 7.*

Class 8 or 9, depending on section
Mid-term exam

Class 8 or 9 (if not mid-term exam)

Test 7

Writing task 4

Review for mid-term exam if applicable.

Homework for next class: “In the Mortuary”, *Dubai Tales* p. 103-108; Reading and vocabulary module 8.

Class 10

Test 8

Review of writing task 4 examples

Group activity 4

Homework for next class: “Fear”, *Dubai Tales* p. 109-113; Reading and vocabulary module 9.

Class 11

Test 9

Writing task 5

Homework for next class: “Influence”, *Dubai Tales* p. 115-120; Reading and vocabulary module 10.

Class 12

Test 10

Review of writing task 5 examples

Group activity 5

Homework for next class: “The Light that Shines No More”, *Dubai Tales* p. 127-135; Reading and vocabulary module 11.

Class 13

Test 11

Instruction on doing references for special writing tasks.

First special writing task, done in class.

Homework for next class: “A Small Ad in the Newspaper”, *Dubai Tales* p. 79-82; Reading and vocabulary module 12.

Class 14

Test 12

Working on second special writing task, including library visit.

Homework for next class: Do reading for second special writing task, and prepare draft.

Class 15

Review for final exam

Complete final draft of second special writing task.