

Syllabus of **General English** for Students of Library and Information Science, BA Fall 2017

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Course Description

The overall goal of this course is to enhance student's skills of English. It, too, aims at enabling the students to read English materials related to their major, not to mention to prepare them to write in English for their academic requirements. The central focus of the course is on reading and writings skills; however, students will have this chance to improve their speaking and listening capabilities through presentations during the course.

Prerequisites

Pre-intermediate skills in English

Textbooks

Baigent, M. (2005). *Natural English: Reading and writing skills, Intermediate level*. Oxford, England: Oxford University Press.

Driscoll, L. (2008). *Real readings 3*. Cambridge, England: Cambridge University Press

Azar, B. S., & Hagen, S. A. (2010). *Understanding and using English grammar* (4th ed.). New York, NY: Pearson Education.

Extra materials related to the students' major

Attendance and Participation Procedures

Attendance and participation are critical to doing well in this course.

- **Attendance**

The start-date of sessions is Saturday (every week) and Monday (every other week). At the beginning of each meeting, I will check if any student is absent, thus, being on time is of importance. It goes without saying that three or more absences in this class will result in failing the exam or the student will be withdrawn from the course as per university regulations. To encourage the students, those who attend all the sessions with no absence will be awarded one extra point.

- **Participation**

This is an English class which means interaction and participation. I would like to see students actively engaging in discussion and lectures. You may use your smart phone, lab

top or any electronic device but only and only for the matter of learning and checking a word, idioms, etc online. But please put all of them on a silent mode so as not to disturb others. Additionally, all students have to deliver at least one ten-minute lecture on a topic— of their own selection and interest— to the class.

Activities and Assignments

Class activities cover presentations by the students, joining in discussion, doing assignments delivered to you, among others. Assignments for the class include extra exercises on the materials as well as writing activities. Please don't hesitate to talk to me if you face in difficulty during the class or doing the activities.

Meeting Content

In each session, we try to focus on each language skills. That's said, the time limitation in each session would resulting in not being able to address all the skills in a similar manner. Therefore, the first sessions include discussion and reading and the second ones are tied to grammar and writing. Students' lectures are spread in all sessions. The main text book for reading is Baigent (2005) and extra materials are presented from the second source i.e. Driscoll (2008). To work on writing, we will use Baigent's (2005) book where she discussed writing skills. The grammatical points are presented based on the Azar's (2010) textbook which encompasses sufficient exercise on each grammatical point.

Academic Honesty

From the very outset, I have this assumption that students do not COPY and PAST their classmates' assignments and activities or CUT and PAST them from the Internet. This is called plagiarism which must be avoided in academia. But feel free to consult with your classmates and friends and seek their opinions. Group working is much appreciated if done properly.

Exams

For this course, you will have around 20 assignments, four quizzes, one midterm exam and one final exam. The information on the time of the quizzes and exams can be found in the table below. Students are required to deliver their assignments on time and any delay would result in losing some points. The quizzes, midterm and final exams will contain multiple-choice questions, cloze-tests, short answers as well as essay questions. They will be based on the materials we had in each meeting.

Grade Calculation:

Participation and Attendance: 2

Lectures: 1

Assignments: 3

Quizzes: 2

Midterm exam: 3

Final Exam: 9

Total: 20

Extra Points for Active and Interested Students:

No absence: 0.5

Extra lectures: 1

Schedule (Subject to change)

Session	Meeting Content	Sources	Notes
1	Introduction Topic of discussion and reading: Vacations and Traveling Skills: Learning new vocabulary about traveling, understanding text functions and understanding specific information	Baigent, Block 1.1	
2	Grammar: Tenses (Past forms) Writing: Formal letters Skills: Using past tenses in a correct way and how to write a formal letter	Azar, Chapters 1 & 2 Baigent, Block 1.3	Assignments: Writing a formal letter and doing exercises on past tenses Chapter 1 & 2
3	Students' presentations Topic of discussion and reading: What to pack for a trip Skills: Learning new vocabulary about packing and trips, reading for details and understating paragraph message	Baigent, Block 1.2	Extra materials: Unit 1 (I'll cock something)
4	Grammar: Tenses (Present forms) Writing: Informal letters Skills: Using present tenses in a correct way and how to write an informal letter	Azar, Chapters 1 & 2 Baigent, Block 6.3	Assignments: Writing an informal letter and doing exercises on present tenses Chapter 1 & 2
5	Students' presentations Topic of discussion and reading: Reading for pleasure Skills: Learning new vocabulary about reading and books, identifying genre and understanding what is stated and what is not stated	Baigent, Block 2.1	Quiz 1
6	Grammar: Tenses (Future forms) Writing: Creative writing: Describing a scene Skills: Using future tenses in a correct way and how to describe a scene	Azar, Chapter 3	Assignments: Describing a scene and doing exercises on future tenses Chapter 3
7	Students' presentations Topic of discussion and reading: Reading for academics	Baigent, Block 2.2	Extra materials: Unit 2 (We've hired a book)

	Skills: Learning news vocabulary about academic reading and studying, understating facts, inferring the writer's meaning		
8	Grammar: Pronouns Writing: Creative writing: Describing a memory Skills: How to use pronouns in English and how to describe a memory	Azar, Chapter 8 Baigent, Block 2.3	Assignments: Describing a memory and doing exercises on pronouns Chapter 8
9	Students' presentations Topic of discussion and reading: Jobs and occupations Skills: Learning new vocabulary about jobs and occupations, underrating specific information and reading for global understanding	Baigent, Block 3.1	Quiz 2
10	Grammar: Modals 1 Writing: Applying for a course Skills: How to use modals in English and how to write an application	Azar, Chapter 9 Baigent, Block 3.3	Assignments: Writing an application and doing exercises on modals Chapter 9
11	Students' presentations Topic of discussion and reading: Tips for starting a business Skills: Learning new vocabulary about business, identifying paragraph message and deducting meaning from the context	Baigent, Block 3.2	Extra materials: Unit 3 (Somewhere to live)
12	Grammar: Modals 2 Writing: Writing a letter of enquiry Skills: How to use modals in English and how to write a letter of enquiry	Azar, Chapter 10 Baigent, Block 4.3	Assignments: Writing a letter of enquiry and doing exercises on modals Chapter 10
13	Students' presentations Topic of discussion and reading: House and home Skills: Learning new vocabulary about house, identifying text type and understanding text function	Baigent, Block 4.1	Midterm
14	Grammar: Passive 1 Writing: Writing about problems and solutions Skills: How to use passives in English and how to write about problems and solutions	Azar, Chapter 11 Baigent, Block 4.3	Assignments: Writing about problems and solutions and doing exercises on passives Chapter 11
15	Students' presentations Topic of discussion and reading: How to furnish the house Skills: Learning new vocabulary about furniture, reading for details, understating paragraph message and dictionary skills	Baigent, Block 4.2	Extra materials: Unit 3 (I'll check it in)

16	Grammar: Passive 2 Writing: Writing job application Skills: How to use passives in English and how to write a job application	Azar, Chapter 11 Baigent, Block 4.3	Assignments: Writing a job application and doing exercises on passives Chapter 11
17	Students' presentations Topic of discussion and reading: Cars and driving Skills: Learning new vocabulary about driving, understating opinion and reading for specific information	Baigent, Block 5.1	
18	Grammar: Adjective Clauses Writing: Presenting statistics Skills: How to use adjective clauses in English and to present statistics and visual information like graphs	Azar, Chapter 13 Baigent, Block 5.3	Quiz 3 Assignments: Writing a presentation and doing exercises on adjective clauses Chapter 13
19	Students' presentations Topic of discussion and reading: Accidents Skills: Learning new vocabulary about events and accidents, predicting content from a title and selecting information from note completion	Baigent, Block 5.2	Extra materials: Unit 4 (I'll be at home)
20	Grammar: Adverb Clauses Writing: Writing for and against A Skills: How to use adverb clauses in English and to write for and against something	Azar, Chapter 17 Extra materials for writing	Assignments: Writing for and against an issue and doing exercises on adverb clauses Chapter 17
21	Students' presentations Topic of discussion and reading: Money and shopping Skills: Learning new vocabulary about money and shopping, understating text construction and recognizing word families	Baigent, Block 6.1	Extra materials: Unit 5 (A weekend in Wales)
22	Grammar: Conditional Sentences 1 Writing: Writing for and against B Skills: How to use conditional sentences in English and to write for and against something	Azar, Chapter 20 Extra materials for writing	Assignments: Writing for and against an issue and doing exercises on conditions Chapter 20
23	Students' presentations Topic of discussion and reading: Donation Skills: Learning new vocabulary about donation, predicting and confirming predictions and understating main points	Baigent, Block 6.2	Quiz 4

24	Grammar: Conditional Sentences 2 Writing: Writing a summary Skills: How to use conditional sentences in English and to write a summary	Azar, Chapter 20 Extra martials for writing	Assignments: Writing a summary and doing exercises on conditions Chapter 20
25	Questions and answers		