

Spring 2015

Course: ESOL 852: Pre-Intermediate ESL Listening and Speaking

Section: AA **Room:** 8224 **Time:** MWF 10:10-11:00

CRN: 41713

Units: 3 (non-transferable credit course not applicable to AA degree)

Teacher: Garry Nicol

Office: 8215 **Office Hours:** MW 1:00-3:30 or by appointment

E-mail: nicol@smccd.edu

Web site: <http://www.smccd.net/accounts/nicol/index.html>

Office Telephone: (650) 738-4361

Required Texts:

1. Brooks, Margaret. *Q: Skills for Success. Listening and Speaking*
2. Kehe, David and Peggy Dustin Kehe. *Conversation Strategies*
3. A USB (flash) memory device for saving files
4. an 80 page steno notebook

Recommended: *Oxford American Dictionary for Learners of English* or *Diccionario Ingles* (Houghton Mifflin, 2001)

Student Learning Outcomes:

At the end of this course, students will be able to:

1. Comprehend, recall, and record new information delivered orally in various contexts.
2. Demonstrate clear pronunciation and adequate speed of speech appropriate to the intermediate level of English fluency.
3. Demonstrate critical thinking in discussion based on listening activities.

Placement: Advisory placement by Compass placement test with a listening score between 59 and 68

Attendance: Coming to class every day and on time is necessary for this class. If you miss more than 10 classes you can be dropped from the class list. Two late arrivals are counted as an absence. Our time together is short and valuable. Let's make the most of it!

Drinks and snacks: To save the floors and furniture, limit your drinking to water and your eating to things so small and quiet that nobody can possible notice.

Email: I sometimes may send messages to your my.smccd email address. If you want these messages to come to your g-mail or hotmail, see the

directions at the end of this syllabus.

Cell phones and other wireless: Please turn off your cell phones. Students may only use hand-held and wireless technology for legitimate and appropriate educational purposes such as defined by the instructor. The instructor may limit any use of hand-held or wireless technology that disrupts learning opportunities, degrades the learning environment, promotes academic dishonesty or illegal activities. Students who require access to hand-held or wireless technology as assistive measures for documented disabilities may use them according to their accommodations as provided by the Disabled Student and Services program. A violation of this policy will result in disciplinary action to be determined by the instructor. Sanctions are explicitly stated in the College's Student Code of Conduct.

Academic Adjustments for Students with Disabilities: In coordination with the Disability Resource Center office, reasonable accommodation will be provided for eligible students with disabilities. For more assistance, please contact the DRC Bldg 5, Room 5132 or call 650-738-4280.

Smoking Policy: Smoking is only permitted in designated areas in parking lots around campus. Designated areas are clearly marked and ashtrays are located nearby. The active participation and cooperation of all students, faculty, staff and guests in promoting a healthy and safe environment at Skyline College and guests are expected to observe the smoking policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, room 2209, (650) 738-4270, and on the Skyline College website.

Grades: The final semester grade will be A, B, C, or D (not passing). The

Letter Grades					
Grade	%	Grade	%	Grade	%
A+	97.0	C+	77.0	F	0.0
A	93.0	C	73.0		
A-	90.0	C	70.0		
B+	87.0	C-	65.0		
B	83.0	D+	63.0		
B-	80.0	D	60.0		

calculation is based 50% on participation in in-class work and other 10-point

graded take-home assignments and 50% on regular listening/speaking tests. This gives you a class-work grade percentage. Then at the end of the semester I take this class-work percentage and factor in the final-exam grade at 20% of the class-work to give you a final semester grade. Even if my grades show +/-, at this point Admissions and Records will still record your grade without +/- . Students are expected to take all tests with the class. Please talk to me in class or let me know by telephone or email if you must miss a scheduled test so that a makeup can be arranged. Missing tests without notifying the teacher results in a grade of 0 for the exam. Late work will not be accepted after the due date for the next in that category. There is no extra credit for this class.

Final Exam: The final exam for this class is on a special time and day: Friday May 29, 8:10-10:40. Plan ahead for this time.

***A warning on cheating:** copying others' work on a test is cheating. Presenting another person's written work as your own is plagiarism. When found to be doing either, the student will get a zero on the test or piece of writing. If repeated, the consequences are described on page 34-39 of the Skyline Catalog

Plan Ahead Pay Ahead: Starting in January 2012, all fees must be paid well before the semester begins or the computer will drop your name from your classes. Check your WebSmart to find out the deadline for next semester. To find out about payment plans, FAFSA applications, and 3rd party payments, contact or visit the ELI English Language Institute, Bldg 1, Room 1218, (650) 738-7089. The ELI staff and counselor are there to help you stay in school and offer help in all kinds of problems: academic, personal, and financial.

Support Services: It is highly advised to use the English Assistance Lab in The Learning Center, main floor Building 5. You can get tutoring or sign up for an ESOL 655 lab class to work on weaknesses.

Catalogue Course Description: Course Description: Three units of credit (3 lecture hours per week). Development of listening comprehension and oral proficiency of standard spoken English at the pre-intermediate level. Listening focuses on comprehension of modified spoken English, vocabulary in context, and ideas in speeches and discussions. Speaking focuses on clear pronunciation of common words and phrases, continued development of fluency in conversation, and proficiency in initiating, sustaining, and ending oral communication in a variety of contexts.

Detailed Course Description: At Skyline we want our students to graduate with AA/AS degrees, qualify for work certificates, and to transfer to four-year universities. Our ESOL students often come back to tell us about their successes after taking English classes at Skyline.

After a year of work and study in the US, most students acquire a vocabulary of the most common 2700 words of written and spoken English, plus extra specialty

words for work, childcare, or hobbies. These 2700 words are all a person needs for basic shopping, going to the bank, and many entry-level jobs. The reason to take this class is to work on developing clear spoken fluency in the vocabulary you already have, but to also increase that vocabulary into the most common 6000 words of English that you will read, write, speak, and hear in college.

To increase your confidence and spoken fluency and clarity, I have ordered the Kehe *Conversation Strategies* book. You will already know most of the vocabulary, so it is easier to focus on the ways to use this vocabulary to solve group problems and increase your conversation fluency.

To increase your academic listening and speaking vocabulary, we will work through the Brooks *Q: Skills for Success* book. This book comes with an online practice access code that will give you many listening opportunities. This is what will push your vocabulary into the 6000 words that you need to discuss the lively topics in *Q-Skills for Success*. But you cannot just speak in one-word sentences, so *Q-Skills* includes a grammar focus in each chapter, and very often I will ask you to show your developing grammar skills in writing.

When former students come back to see me, one thing I always notice is that their pronunciation and spoken fluency had gotten better. These skills get better with practice, maybe even more out of class than in. One hour three days a week is not enough to show much improvement. So your job is to do everything you can to look for opportunities for new ways to use your English for new experiences. Skyline is a goldmine for new opportunities, so take other classes where you will meet people and learn new skills or perhaps practice your old skills in new ways. In other words, take a yoga class and even if you are very good at chemistry in your native language, take a low-level chemistry class for the vocabulary and work with a lab partner.

Here are some other tips professor Shaw gives her students:

About American Professors:

Do you want to be a successful student? Here are some tips:

- 1. Learn your professor's name, and call him/her by the correct name.**
- 2. Visit your professor regularly.** In U.S. colleges, students communicate regularly with their professors by email or coming to the professor's office hours (see top of page 1).
- 3. Come to class on time.** American professors value time. Being late is disrespectful.
- 4. Ask questions.** American professors expect you to ask questions when you do not understand. If you cannot ask in class, visit the professor in his/her office hours.

5. **Call/email when you will be absent/late.** American professors do not like to reschedule their time to accommodate a test or assignment. Show respect for the professor by letting him/her know you will be absent or late.

6. **Use proper methods when sending an email.** See below:

Subject: ESOL 852 May Chiu absent today



Message:

Hello Professor Shaw,
I'm sorry to tell you I will be absent today. I have the flu. I will check with a classmate to learn what homework I missed. Please let me know if we had a test or quiz today, and I will make it up as soon as I can.
Sincerely,
May Chiu

Here are dates to remember:

- 1/22 Classes begin
- 2/4 Last day to ADD a semester-length course
- 2/4 Last day to DROP a semester length course w/eligibility for a partial refund
- 2/13-2/16 Declared Recess
- 2/16 Last day to DROP a semester length course without appearing on record
- 2/17 Census Day (Semester Length Classes)
- 3/6 Last Day to apply for a degree or certificate
- 3/22-3/28 Spring Break
- 4/30 Last day to withdraw from semester length classes
- 5/23-5/24 Declared recess
- 5/25 Memorial Day holiday
- 5/26/-6/1 Final exams- All Classes
- 6/1 End of semester
- 6/9 Final Grades Available on WebSmart

How to Forward Your *my.smccd.edu* Email to Another Email Address:

Your teacher, and Skyline College, will use your **my.smccd.edu** email account to share information with you. If you don't check that email, you will miss important news. If you don't want to check your **my.smccd.edu** account, and you would rather use an email account such as hotmail, yahoo, gmail, or another, please take a few minutes to set up forwarding for your **my.smccd.edu** email to your regular account. Follow these steps:

1. Go to Websmart at <https://websmart.smccd.edu/> and log in with your G-number and PIN.
2. Scroll down to "My.smccd.edu Email" and click on it.
3. Here, you may view your email address and password, and you may reset your password.
4. IMPORTANT: Open your **my.smccd.edu** email.
5. Click the gear at the top right and click on "Settings"
6. Click the "Forwarding and POP/IMAP" tab and click "Add a forwarding address"
7. Complete the form and click "Save Changes."