

DONGGUAN UNIVERSITY OF TECHNOLOGY

School of Economics and Management

Course Syllabus

Spring 2020

Course Information

Course Code	0810031
Course Title	Spoken English
Instructor	Fang Xiang
Class	2018 国际商务产学国际班 1 班
Course Category	<input type="checkbox"/> Compulsory <input checked="" type="checkbox"/> Elective
Credit(s)	2
Total Hours	32
Hours Per Week	2 hours per week, total 16weeks
Practical Hours	0
Lab Practice Hours	Nil
Classroom	R3203, Guancheng Campus
Time	Monday Class3-4.
Office Hour	Tuesday 08:30-10:30, at 3207 Guancheng Campus, by appointment.
Required Textbook	Self-editing courseware, reading materials, PPT and course handouts.
Supplementary Materials	1. Relevant practicing materials 2. Relevant online materials. 3. Relevant videos 4. Relevant reading materials 5. https://www.talkenglish.com 6. https://www.edutopia.org
Prerequisites	None
Course website	None

Course Description

Do you hesitate while speaking in English?

The English language is the most commonly used language for speakers of a second language around the world and it is one of the most critical component of employability skills. However, many Chinese students have long been suffering from seeking a suitable and effective approach to establish their confidence in commanding spoken English in social and academic settings.

This course is designed for students learning English at an Elementary levels to acquire and develop the English language knowledge and skills, and to help them to improve their speaking fluency and develop your critical thinking and overall confidence.

The purpose of the course is to synchronize educational fineness with human excellence, to promote self-development and creativity in a stress-free atmosphere and to help those students who find it difficult to speak English in front of an audience. This course also aims at facilitating students to overcome the fear through a range of achievable approaches such as group discussions, mock interview sessions, debates, extempore and public speeches.

Course Learning Objectives (LOs)

The main learning objectives of the syllabus are:

LO1: To strengthen students' confidence to speak English.

LO2: To enhance students' intercultural awareness.

LO3: To develop students' critical thinking and presentation skills.

LO4: To improve students' communication ability to express, discuss and exchange opinions, ideas.

LO5: To enable students to use general, social language to conduct daily conversations in English at an elementary level.

Assessment and Grading

The grade of this course is composed by four parts, which are **Attendance** (10%), **2 individual tasks** (20%), **1 group task** (20%), and **1 Final group simulation** (50%).

The detailed grading is as following:

Grading	Standard	Notes	LO1	LO2	LO3	LO4	LO5
Attendance, 10%	<p>If you are late or leave early, your grade will be taken one point each time. If you are absent for one class, the taken point will be 2 for each absentee. To give and answer questions are a good way to get points in attendance.</p>	<p>If you are taken more than 10 points away, your right to attend the final exam will be reserved.</p>	✓	✓			
Individual Task, 20%	<p>During the course of this semester, all students should complete two individual tasks, (10% per task).</p> <p>For One Individual Task (10%): Choosing one topic from any class topics to make a 2-minute-speech video or audio.</p>	<p>Each student should complete two individual tasks.</p> <p>Both two individual tasks should be submitted before the end of the Week 14.</p>	✓	✓	✓	✓	✓
Group Task, 20%	<p>During the course of this semester, all groups will be given one group task respectively. The Group Task is composed by Two Parts: a Group Presentation (10%), and a PPT of the presentation</p>	<p>All groups should complete their group task.</p> <p>The Paper scripts or PPT of the presentation should be</p>	✓	✓	✓	✓	✓

	contents & scripts (10%), separately. <u>The standard of the Scoring Criteria of the presentation see below.</u>	submitted before the end of the Week 14.					
Final Group Simulation/ Role play, 50%	<p>The final group assignment is a group work, which is composed by Two Parts:</p> <p>A roleplay activity or a scenario simulation, which can be delivered in in a PPT-applied presentation setting (30%).</p> <p>The conversation contents and scripts are required to submit in written form (20%).</p>	<p>Every member of a group should be fully participating in the group assignment preparation and the performance.</p> <p>The written scripts of the presentation should be submitted before the end of the Week 16.</p>	✓	✓	✓	✓	✓
<p><i>Scoring Criteria of the presentation will be evaluated by two parts: the Organization of the presentation, and the Performance of the presentation.</i></p> <p>N.B.:</p> <ul style="list-style-type: none"> • Each group's assignment is based on a given topic. • Each single member of a group is required to cooperatively, forwardly and effectively prepare his or her individual work as their individual contribution to their group work. • Each Group member's individual contribution will be evaluated as well as the quality of their group performance. • Those group members who are not involved in the entire process of their group simulation will receive a lower grade than other group peers. Those fully participating members will receive the same grade as their group grade. 							

Rubric for Oral Presentations:

Category	Scoring Criteria	Total Points	Score
Organization (30 points) 30%	The type of presentation is appropriate for the topic and audience.	10	
	Information is presented in a logical sequence.	10	
	Presentation appropriately cites requisite number of references.	10	
Presentation (70 points) 70%	Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.).	10	
	Speaker uses a clear, audible voice.	10	
	Delivery is poised, controlled, and smooth.	10	
	Good language skills and pronunciation are used.	10	
	Visual aids are well prepared, informative, effective, and not distracting.	10	
	Length of presentation is within the assigned time limits.	10	
	Information was well communicated.	10	
Score	Total Points	100	

Policies:

➤ Attendance Policy

Students cannot incur more than two unexcused absence for whole semester.

➤ Participation Policy

Students should participate every in-class discussion and experiment.

➤ Policy on Assignments and Quizzes

All assignments and exam should complete by yourself.

➤ Plagiarism

If it is caught that you take another person's work, ideas, or words, and using them as if they were your own, then the corresponding assignment will be scored zero. You can use others' work in a proper way of referencing.

➤ Classroom Policies

- Late coming student should provide a reasonable excuse. If there is no excuse, treat as absent.
- If there is a question, stop the instructor any time, and ask for an answer. Your

question is others' question with a very high probability.

Course Expectations

1.Attendance - Class attendance is expected of all students. Especially for the experimental sessions, no miss of any experiment is the bottom line. For other cases, please notify me or the class TA before the day of an anticipated absence. Failure to attend class regularly or frequent tardiness will mean automatic loss of your attendance mark.

2.English - You are highly encouraged to speak English in the class and actively exchange your ideas, opinions and critical thinking with others. Make sure to speak English even during small-group or paired activities.

3.Before/After Class - Students should expect to spend an adequate amount of time on reviewing the textbook, course handouts and finalizing the group homework before the due day. To keep up with the flow of the course, students are strongly recommended to complete the relevant reading materials and to have the coming individual/group presentations/activities conscientiously prepared before the class.

4.Class Participation - Class participation is an essential part of the learning process. Students will be evaluated on the quality your individual/group performance, your team spirit and your contributions to the class/group activities by your peers or the lecturer correspondingly.


5.Late assignments will be accepted without penalty only in cases of legitimate absences and only if the student has contacted the lecturer or the TA in advance regarding the reasons for the late assignment. If you miss a class, you must get previous class material from one of your student contacts.

6.Please be considerate of your fellow students during class presentations. Talking during the presentation will result in a 1% deduction from your final grade.

Session Plan:

Week/Date	Topic/Contents/Difficulty/ Ethical & Political Learning	Activities	LOs
1/ Mar. 02	Course overview, objectives and expectations. Ethical & Political Learning:	Lecture/Group Discussion	1, 2,

	by studying the importance of English along with the historically colonized countries, students are able to develop a sense of patriotic sentiment.		
2/ Mar. 09	Self-introduction & Interview Interviewee VS. Interviewer	Lecture/Group Discussion/ Role play	1,2,3,4
3/ Mar. 16	Asking for Directions Part 1 Frequently used vocabulary/phrases Reading a Map	Lecture/Group Discussion	1,2,3,4
4/ Mar. 13	Asking for Directions Part 2 Conversation/Response Giving Directions on a Map	Lecture/Group Discussion/ Role play	1,2,3,4
5/ Mar. 30	Presentation skills Part 1	Lecture/Group Discussion/ Role play	1,2,3,4
6/ Apl. 06	Presentation skills Part 2 How to do a group presentation.	Lecture/Group Discussion/workshop	1,2,3,4
7/ Apl. 15	Homestay House Share/Airbnb Tenant VS. Landlord Ethical & Political Learning: Through the case study of cultural shock, students are able to enhance their national pride.	Lecture/Group Discussion/ Role play	1,2,3,4
8/ Apl. 20	Shopping/Bargaining- part 1 Frequently used vocabulary/phrases	Lecture/Group Discussion/ Role play	1,2,3,4
9/ Apl. 27	Shopping/Bargaining- part 2 Seller VS. Buyers Negotiation	Lecture/Group Discussion/ Role play	1,2,3,4
10/ May. 04	Phone Call- part 1 Frequently used vocabulary/phrases	Lecture/Group Discussion	1,2,3,4
11/ May. 11	Phone Call- part 2 Phone Conversation	Lecture/Group Discussion/ Role play	1,2,3,4
12/ May. 18	Restaurant	Lecture/Group	1,2,3,4

	Frequently used vocabulary/phrases Customer VS. Waiter	Discussion/ Role play	
13/ May. 25	At a Hotel- Frequently used vocabulary/phrases/	Lecture/Group Discussion/ Role play	1,2,3,4
14/ Jun. 01	Travel Agent Order a Taxi/Buy Tickets/ Find a lost item	Lecture/Group Discussion	1,2,3,4
15/ Jun. 08	Final Group simulation Part 1	Lecture/Group Presentation	1,2,3,4,5
16/ Jun. 15	Final Group simulation Part 2 Ethical & Political Learning: By recapping and discussing cross-cultural communication, which will cultivate students' patriotic sentiment, establish their confidence in our culture and strengthen their sense of national pride.	Lecture/Group presentation/Seminar	1,2,3,4,5
Total	32 hours		
Date: 2020.2.15 Reviewed by Chih-Yuan Hung Signature  Director of Department of International Business and Management			