

INSTRUCTIONAL STRATEGIES:

- Discussion / Question
- Short Conversations
- Individual oral presentations
- Pair work
- Group work
- Dialogue
- Cooperative learning
- Role playing
- Interviewing
- Library research

TEXTBOOK:

This class will be taught by means of self-contained lessons on office-related topics. Materials include current articles from newspapers, magazines, professional journals and the Internet.

*Tell Me More – Online Language Lab: <http://start.tellmemorecampus.com/>

ONLINE LAB: INGL 3113—TELL ME MORE (INSTRUCTIONS):

1. Buy an access card at the university bookstore.
2. Follow the steps listed on the card to self-register for your lab. During Self-registration:
 - a. Enter the number provided in the card.
 - b. Remember your class, section, and professor.
 - c. Use your full name.
3. Change the language of the portal to Spanish (if you want to be able to view Spanish translations for vocabulary later on)
4. **Turn off all pop-up blockers in your computer or add <http://start.tellmemorecampus.com> to the list of sites accepting pop-ups.**
5. If you're using a personal computer, check your computer configuration.
 - a. You will need to have a headphone or speakers and a microphone installed before you do the computer check or the program will think your computer configuration is not acceptable.
 - b. You will need to install Auralog components the first time you log in using a personal computer.
6. Choose your objective: Everyday Situations
7. Take the Placement Test
 - a. This is a diagnostic test. There is no need to copy or have someone else take it with you.
 - b. Please concentrate; because the questions are timed and after 1 minute you will not be able to answer.
 - c. The test reveals your level (beginner to advanced) and helps the program compile the most appropriate content for your level.
 - d. Choose to improve All Skills, unless you have an advanced level.
8. The computer gives you a personalized learning path to follow.
 - a. Answer all the exercises in order (from left to right)
 - b. Take your time and concentrate to do the best possible job.
9. At the end of the semester, your professor will take a look at your online work and give you a grade based on effort and improvement. This will be part of your grade for the class.

EVALUATION STRATEGIES:

Oral Presentations	100 pts.	20%
a. Individual (50 pts.)		
b. Group (50 pts.)		
Oral Job Interview	100 pts.	20%
Research Assignments	100 pts.	20%
Tell Me More Online Lab	100 pts.	20%
Class Work / Group Work	50 pts.	10%
Attendance and participation	50 pts.	10%
	500 pts.	100%

Note: Adjusted evaluation will be provided for students with special needs under LAW 51.

CERTIFICATION #10

“Evaluación diferenciada a estudiantes con impedimento”. “La evaluación responderá a la necesidad particular del estudiante.”

GRADING SYSTEM:

Curve: A	100 – 90
B	89-80
C	79-70
D	69-60
F	59-0

COURSE POLICIES:

1. Attendance and punctuality are required in this course. More than two unexcused absences may affect your grade. Chronic lateness may also affect your grade in the class.
2. The student is responsible for any assignments missed due to any absences. Make-ups will be handled as “late” for unexcused absences (one grade lower).
3. All written work is to follow a proper format as designated by the professor. Assignments should be turned in on time to the professor. Work should be completed on computer whenever possible. Handwritten assignments should be neat, legible and done in dark ink and on composition paper.
4. All work should be saved in a folder used exclusively for the class. Students should bring proper materials to class.
5. Plagiarism is illegal and is not allowed to any extent in the class. Documented plagiarism may result in an “F” for the project and possibly for the entire course.
6. No use of beepers or cellular phones in the classroom.
7. Regular Office Hours will be scheduled. Students should discuss any problems that may interfere with attendance or coursework at this time in order to be given consideration.

BIBLIOGRAPHY:

- Byrd, Donald R.H., John Klosek. (1991). Can we talk? New Jersey: Prentice Hall Regents.
- Cobuild English Learner's Dictionary. (1990). London and Glasgow: Collins.
- Hornby and Ruse, C.A. (1991). Oxford ESL Dictionary for Students of American English. England: Oxford University Press.
- Naterop, B, Jean and Revell, Rod. (1997). Telephoning in English. Second Edition. Cambridge: Cambridge University Press.
- Nelson, Gayle and Winters, Thomas. (1980). ESL operation: Techniques for learning while doing. Massachusetts: Newbury House Publishers.
- Nolasco, Rob and Arthur. (1994). Conversation. Oxford: Oxford University Press.
- Richards, Jack C. with Mull Jonathan and Proctor, Susan. (1991). New interchange. Cambridge: Cambridge University Press.
- Smith, Leila R. (1992). Basic English for business and technical careers. 2nd. Edition. New Jersey: Prentice Hall Regents.
- Smith, Leila R. (1992). English for careers. New Jersey: Prentice Hall Regents.
- Smith, Leila R. and Yolanda V. (1994). Communication and English careers. New Jersey: Prentice Hall Regents.
- Weinstein, Nina. (1992). Reading snacks. New York: Macmillan.
- Ur. Penny. (1981). Discussions that work. Cambridge: Cambridge University Press.

REV.: August 2009