

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2022-2023 Fall (September 5, 2022 - January 13, 2023)
<u>Course Name</u>	University Study Skills
<u>Course Code</u>	USS 111
<u>Course Type</u>	<input type="checkbox"/> General Education (Required) <input checked="" type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	2
<u>Course Hours</u>	34
<u>Prerequisites</u>	None
<u>Instructor</u>	Cathy Luo
<u>Contact Information</u>	Office: C201 Tele: (010)83951083 Email: luochangqing@cueb.edu.cn
<u>Office Hour</u>	TBA
<u>Learning Centre</u>	TBA
<u>Grade/Section</u>	2019, 2020, 2021/Y01
<u>Course Time/Place</u>	TBA
<u>Textbook</u>	English for Business Study Carolyn Walker with Paul Harey High Education Press ISBN 978-7-04-034076-2
<u>Reference Book</u>	

Course Description

University Study Skills is designed for students who plan to take a business or management studies course entirely in English. The principal aim of *University Study Skills* is to help students cope with input texts, i.e., listening and reading, in the discipline. However, students will be expected to produce output texts in speech and writing throughout the course. The course also focuses on key vocabulary for the discipline and on words and phrases commonly used in academic and technical English. It covers key facts and concepts from the discipline, thereby giving students a flying start for when they meet the same points again in their faculty work. It also focuses on the skills that will enable students to get the most out of lectures and written texts. Finally, it presents the skills required to take part in seminars and tutorials and to produce essay assignments.

Student Learning Objectives

After learning this course, the students will be able to:

Knowledge:

- ♦ choosing an appropriate form of notes
- ♦ using research questions to focus on relevant information in a text
- ♦ speaking from notes
- ♦ reporting research findings

Capability

- ♦ making lecture notes
- ♦ using Internet effectively
- ♦ building an argument in a seminar
- ♦ compiling a bibliography list

Mindset

- ♦ establish the integrity and objectivity in accounting workplace
- ♦ be logical, ethical, methodical, consistent and accurate
- ♦ apply critical thinking in the process of decision making

Website Source

Teaching Methods

A step-by-step teaching approach will be adopted to guide students through the learning process. Group brainstorming, in-class discussion and note-taking are also necessary as they can help students deeply understand each step of the whole learning process.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A midterm test will be given based on all of the contents that have been taught in class. The test method may be mainly a group presentation completed within 15 minutes in class.
Homework	15%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the

		application of those concepts.
Research	10%	The students will be divided into several groups to conduct a research. Each student is required to be involved in the research. The topics can be selected from the textbook or lectures. Each group need to finish a written report and a presentation related to the research which is given and hand in the related resources to the teacher.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Research		10%
Midterm test	20%	
Final exam		20%
Total	40%	60%

Grading Policy

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82
C+ 75-79	C 70-74	C- 67-69	D+ 63-66	D 62-60	F 0- 59

Exam Schedule

Midterm Test: October 31- November 4 , 2022

Final Exam: December 26-30, 2023

Assessment of Student Performance

☞ Self-Study and Reading ability Practice

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ Homework

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☞ Attendance

Because the course covers a great deal of material, attending every class session is very important for

performing well.

- ♦ Being late for 15 minutes or more is considered an absence.
- ♦ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ♦ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly.
but students are welcome to continue attending classes.
- ♦ An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ Participation

- ♦ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ♦ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

☞ Textbook

Students must bring the textbook to class.

Topical Course Outline

Week	Date	Topics	Homework
1	Sept.8 Online Teaching	Class 1-Course introduction 1. Ice-breaking activity-introduce each other 2. Course learning objective 3. Classroom rules learning Give students syllabus. Ask them questions based on the syllabus. Class 2-Unit 1 Part 1 Vocabulary 1. Guessing words in context 2. Prefixes and Suffixes	
2	Sept.15	Class 1-Unit 1 Part 2 Taking notes for listening 1. Different kinds of notes 2. Taking notes for business Class 2-Unit 1 Part 3 Speaking from notes 1. Taking notes for business 2. Preparing retelling lecture in groups	1. Students are divided into 6 different groups. 2. Each group choose a note of a lecture and prepare retelling this lecture next class.
3	Sept.22	Class 1-check homework	Finish Part 1 of Unit 2

		1. Retelling lectures in groups Class 2 Unit 2 Part 2 Reading skills 1. using research questions	
4	Sept.29	Class 1-Unit 2 Part 2 Writing skills 1. How to write summaries Class 2 Unit 3 Part 1 vocabulary 1. Stress within words	Preparing for Unit 3 Vocabulary
5	Oct. 6	Class 1-Unit 3 Part 2 Listening skills 1. practise taking-notes 2. listen to some stressed syllables Class 2 Unit 3 Part 3 Speaking skills 1. asking information 2. reporting information	Conducting a research based on the topic: how to motivate employees
6	Oct. 13	Class 1-Unit 4 Part 1 Vocabulary 1. computer jargon 2. Abbreviations and acronyms Class 2 Unit 4 Part 2&3 Reading+Research skills 1. How to develop ideas in paragraphs 2. How to do research on Internet	Preparing for Unit 5 Vocabulary
7	Oct.20	Class 1-Unit 5 Part 1 Vocabulary 1. Word set: synonyms, antonyms 2. Describing trends Class 2 Unit 5 Part 2 Listening 1. Lecture organization 2. Signpost language	Preparing for presentation
8	Oct.27	Class 1-Unit 5 Part 3 Speaking skills 1. Making effective contributions to a seminar Class 2-Revision and preparation for mid-term test	Preparing for presentation
9	Nov.3	Mid-term Test	
10	Nov.10	Class 1-Unit 6 Part 1 Vocabulary 1. Paraphrasing at sentence level Class 2- Unit 6 Part 2 Reading skills 1. Long sentence analysis 2. Paraphrasing	Preparing for Unit 7 Vocabulary
11	Nov.17	Class 1-Unit 7 Part 1 Vocabulary 1. Compound noun 2. Fixed phrases Class 2- Unit 7 Part 2 Listening 1. Sequencing information in sentences 2. Making effective contributions to a seminar	Preparing for Unit 8 Vocabulary
12	Nov.24	Class 1-Unit 8 Part 1 Vocabulary 1. Synonyms 2. Paraphrasing	Preparing for Unit 9 Vocabulary

		Class 2- Unit 8 Part 2 reading & writing 1. Essay types 2. Complex sentences with passives 3. Definitions 4. Essay plans	
13	Dec.1	Class 1-Unit 9 Part 1 Vocabulary 1. Fixed phrases 2. Financial terms Class 2- Unit 9 Part 2 Listening & Speaking 1. Using the Cornell note-taking system 2. Making effective contributions to a seminar	Preparing for Unit 10 Vocabulary
14	Dec.8	Class 1-Unit 10 Part 1 Vocabulary 1. neutral and marked words 2. Expressing confidence/tentativeness Class 2- Unit 10 Part 2 reading & writing 1. identifying stance and level of confidence 2. Inferring implicit ideas 3. Essay types-situation-problem-solution-evaluation essays 4. Writing a bibliography list	Preparing for Unit 11 Vocabulary
15	Dec.15	Class 1-Unit 11 Part 1 Vocabulary 1. Linking ideas Class 2- Unit 11 Part 2 Listening & Speaking 1. Recognizing the speakers' points of view 2. Stress phrases 3. Making effective contributions to a seminar	Preparing for Unit 12 Vocabulary
16	Dec.22	Class 1-Unit 12 Part 1 Vocabulary 1. Referring back 2. Introducing quotations/paraphrases Class 2- Unit 12 Part 2 reading & writing 1. quoting and paraphrasing 2. research reports: introduction, method, conclusion	Revision for final exam
17	Dec.29	Final exam	

Note: Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.

A review in Chinese may be held during L.C. and O.H. in the semester.

Teacher's Office Hour

- ◆ The instructor's office hour is shown in the front of the office door.
- ◆ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ◆ The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly

identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Fall Semester, 2022

September 5, 2022— January 16, 2023

Sep.2-4	Registration (Sophomores, Juniors and Seniors)
Sep.5	Classes Begin (Sophomores, Juniors and Seniors)
Sep.9	Last Day to Drop or Add a Course
Sep.10	Mid-Autumn Festival
Sep.18	Registration (Freshmen)
Sep.19-23	Entrance Education (Freshmen)
Sep.26	Classes Begin (Freshmen)
Oct.1	National Day
Oct.31 – Nov.4	Midterm Test
Dec.31- Jan.3,2023	Revision (Sophomores, Juniors and Seniors)
Jan.1, 2023	New Year's Day
Jan.4- 13,2023	Final Exam Period (Sophomores, Juniors and Seniors)
Jan.9-13	Final Exam Period (Freshmen)
Jan.16	Winter Vacation Begins

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: Cathy Luo

Department Head: 张薇

