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# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

2018 Fall (September 10, 2018 - January 4, 2019)

**Year and Semester**

**Course Name**

Advanced Speaking

**Course Code**

CE39

**Course Type**

General Education (Required)     General Education (Elective)  
 Professional Course (Required)     Professional Course (Elective)  
 Basic Disciplinary Course

**Course Credits**

2

**Course Hours**

32

**Prerequisites**

None

**Instructor**

Vera Zhang

**Contact Information**

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**Office Hour**

TBA

**Learning Centre**

TBA

**Grade/Section**

2016 IT/Y02

**Course Time/Place**

Thur. 13:20

**Textbook**

*Functioning in an Intercultural Community, Book 3, Communication and Proficiency* ISBN 9787513538824

**Reference Book**

Handout from teacher

**Course Description**

I. Course Objectives

This course aims to develop students' English oral skills thereby assisting their future study, passing speaking tests or use in future jobs. The course involves a variety of oral activities which focuses on enhancing students' mastery of vocabulary and common expressions for everyday situations, practicing pronunciation, structuring answers and linking ideas together. Moreover, some useful knowledge on how to survive while staying in English-speaking countries will be discussed, especially,

1. To improve students' ability and knowledge of speaking in terms of organization and logic thinking. Students will also be able to use appropriate vocabulary and vast variety of sentence structure to express themselves.
2. To facilitate students' preparation for exams, such as IELTS, TOFEL and GRE, thus helping them feel

confident to demonstrate their skills and competence in the test situation.

3. To improve their practical application of speaking skills. This will help with job applications and presentation in their future career.

### **Student Learning Objectives**

After completing this course, students will be able to:

- ♦ master vocabulary and common expressions for everyday situations;
- ♦ speak English with proper stress and intonation;
- ♦ build fluency and coherence when discussing topics;
- ♦ express personal ideas on common topics.
- ♦ improve their oral one-on-one speaking skills.

### **Website Source**

<https://www.chinaielts.org/>

### **Teaching Methods**

The instructed parts will be carried out in various methods: lectures, activities, discussions, presentations, debates, role plays, etc.

As for the self-study units, students will be advised to look for a chance to apply their oral skills in real life; for example, joining English speaking club, working with foreigners, assisting tourists in Beijing, etc.

### **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 cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be 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.
Presentation	10%	The students will be divided into several groups to prepare a presentation.

		Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
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
<b>Total</b>	100%	

### **Detailed Grade Computation**

	<b>Before Midterm</b>	<b>After Midterm</b>
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		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: November 5- November 9, 2018;

Final Exam: December 27, 2018

### **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
2	Sept. 13	Class 1-Course introduction 1. Ice-breaking activity-introduce each other 2. Course learning objective-help students understand what is good English speaking 3. Classroom rules learning Give students syllabus. Ask them questions based on the syllabus.  Class 2-advanced speaking introduction 1. Summary of the first class 2. Criteria introduction 4. Learning method introduction	Prepare a self introduction, make it different.  2 students prepare for the following topic: The meaning of festivals
3	Sept. 20	Unit 1 A better self 1. Be able to deliver a fluent and confident self-introduction; 2. Be able to talk about personal likes and dislikes; 3. Be able to deliver a talk on personal development in the near future; 4. Be able to discuss with and talk to people in fluent and clear English. 5. Skill: How to sell yourself in a job interview?	Practice talking about your personal information, with the patterns and structures we have learned in the class  Book P7-8 Reading and Discussion; Read

			the two passages and practice answering the questions;
4	Sept.27	<p>Unit 2 Leisure Time</p> <ol style="list-style-type: none"> <li>Summary of last class</li> <li>To be able to describe your own leisure time activities and benefits</li> <li>To be able to ask proper questions about leisure time activities</li> <li>To be able to deliver a persuasive speech on the topic</li> <li>Skill: How to organize a presentation?</li> </ol>	<p>Practice talking about your leisure activities, with the patterns and structures we have learned in the class</p> <p>For All: Prepare a 1-min talk on The Way I Keep Healthy”</p>
5	Oct. 4	National Holiday	—
6	Oct. 11	<p>Unit 3 Health</p> <ol style="list-style-type: none"> <li>To be able to describe health problems and concerns</li> <li>To be able to ask and answer questions about health-related issues in fluent English</li> <li>To be able to deliver a well-organized speech on the topic</li> <li>Skill: To debate with reasonable evidence and manner</li> </ol>	<p>Practice talking about your eating habit, with the patterns and structures we have learned in the class</p> <p>Read the passage “Fitness fever in Hong Kong SAR” on P86, and answer the questions followed</p>
7	Oct. 18	<p>Unit 4 Tourism</p> <ol style="list-style-type: none"> <li>Summary of last class</li> <li>Be able to describe your trip or a trip plan;</li> <li>Be able to introduce a place of interest in fluent English;</li> <li>Be able to ask and answer questions about travelling presences in proper and accurate English;</li> <li>Be able to persuade people to accept your opinion;</li> <li>Be able to use proof that triggers an emotional response.</li> </ol>	<p>Practice talking about your recent trip, with the patterns and structures we have learned in the class</p> <p>For All: Prepare a 1-min talk on “A holiday I want to take in the future”</p> <p>Book preview: Read “<i>Five Scientific breakthroughs of the 21st Century</i>” on P194, and answer the question: <i>Which breakthrough do you think will be the most important?</i></p>
8	Oct. 25	<p>Unit 5 Technology &amp; Invention</p> <ol style="list-style-type: none"> <li>Summary of the last class</li> </ol>	Practice talking about

		<ol style="list-style-type: none"> <li>2. To be able to describe new technology and inventions</li> <li>3. To be able to ask and answer questions about modern technology in fluent English</li> <li>4. To be able to deliver a speech on the topic with clear topic sentences and sufficient supporting evidence</li> <li>5. Skill: To end a speech with an impressive ending</li> </ol>	<p>your mobile phone, with the patterns and structures we have learned in the class</p> <p>Get well-prepared for the Mid-term Exam</p>
9	Nov. 1	Mid-term Test	
10	Nov. 8	<p>Midterm –reflection &amp; Unit 6 Culture</p> <ol style="list-style-type: none"> <li>1. Summary of the midterm test</li> <li>2. Summary of the public speaking skills</li> <li>3. Classroom discussion on the previously talked topics</li> <li>4. A wrap up for Module 1 Me</li> <li>5. Start panning for the term project</li> <li>6. Introduce the cultural topics in Unit 6</li> </ol>	Team up for the final term project
11	Nov.15	<p>Unit 6 Culture</p> <ol style="list-style-type: none"> <li>1. To be able to describe culture and cultural events</li> <li>2. To be able to ask and answer questions about culture in fluent English</li> <li>3. To be able to compare and contrast between different cultures</li> <li>4. Skill: To deliver a speech with powerful rhetorical wordplay</li> </ol>	<p>Practice talking about cultural events, with the patterns and structures we have learned in the class</p> <p>Book review: read the passages on P166-168</p> <p>“Business customs around the world”</p> <p>and answer the discussion questions.</p>
12	Nov. 22	<p>Unit 7 Business</p> <p>To be able to describe shopping and business activities in decent English</p> <p>To be able to ask and answer questions about business in fluent English</p> <p>To be able to design a business plan</p> <p>Skill: To deliver a speech with passionate voice</p>	<p>Practice talking about shopping and business activities, with the patterns and structures we have learned in the class</p> <p>Prepare a poster for the “Money-making idea on Campus”</p> <p>speech, and make the speech in the next class.</p>

13	Nov. 29	Unit 8 Society 1. To be able to describe social phenomena and hot issues in decent English 2. To be able to ask and answer questions about social issues in fluent English 3. To be able to express personal preferences and opinions on social issues 4. Skill: To deliver a speech with proper body language	Practice talking about social phenomena and hot issues, with the patterns and structures we have learned in the class
14	Dec. 6	Unit 9 Environment 1. To be able to describe environmental problems and solutions in decent English 2. To be able to ask and answer questions about environmental issues in fluent English 3. To be able to express causal effects in a talk 4. Skill: To deliver a speech with proper eye contact	Practice talking about environmental problems and solutions, with the patterns and structures we have learned in the class For All: Prepare a 1-min talk on “The way to save energy”
15	Dec. 13	Unit 10 Transportation 1. To be able to describe means of transportation and vehicles in decent English 2. To be able to ask and answer questions about transportation issues in fluent English 3. To be able to provide sufficient supporting details in a talk 4. Skill: To deliver a speech with proper transitions	Wrap up for the whole course Get ready for the term project and final exam
16	Dec. 20	Team Project and Presentation	
17	Dec. 27	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, 2018	August 31, 2018— January 13, 2019
Aug. 31	Registration
Sep.3	Classes Begin
Sep.7 - 20	Freshmen's Military Training
Sep.24	Classes Begin ( Freshmen )
Sep.24	Mid-Autumn Festival (tentative)
Oct.1 - 5	National Day Holiday (tentative)
Oct. 29 - Nov. 2	Mid-term Test
Jan.1, 2019	New Year's Day Holiday (tentative)
Jan.2-11	Final Exam Period
Jan.14	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:** 张薇

**Department Head:** \_\_\_\_\_

