
Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2018 Fall (September 3, 2018 - January 4, 2019)
<u>Course Name</u>	Advanced Speaking
<u>Course Code</u>	CE339
<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>	32
<u>Prerequisites</u>	None
<u>Instructor</u>	Yue Sun (Bethany Sun)
<u>Contact Information</u>	Office: C201 Tele: (010)83951083 Email: sunyue@cueb.edu.cn
<u>Office Hour</u>	Mon. 10:00-11:00 am / Tues. 13:30-14:30 pm / Wed. 10:00-11:00 am / Thurs. 10:00-12:00 am / Fri. 13:30-14:30 pm
<u>Learning Centre</u>	Mon. 15:30-17:30 pm / Mon. 18:00-20:00pm
<u>Course Time/Place</u>	TH. 15:40-17:30 pm. / A201

Textbook

Huadong Li. *Functioning in an intercultural Community---Communication and Proficiency*. Foreign Language Teaching and Research Press, ISBN 978-7-5135-3882-4

Reference Book

1. Xiaoyi Shen. *Pat's Ten-Day Step-by-step Guide to the Speaking Test*. China Machine Press, ISBN 978-7-111-31143-0.
2. Michael Fuksman. *IELTS Speaking*. China Machine Press, ISBN 978-7-111-44989-8.

Course Description

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.

Student Learning Objectives

After completing this course, students will be able to:

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

Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation and exams. Real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

Grade Criterion

Component	Weight	Description
Final Exam	20%	An oral final test will be given based on selective contents/speaking skills of the class.
Mid-Term Test	20%	An oral midterm test will be given based on selective contents/speaking skills/topics that have been taught in class.
Homework	15%	Most of the assigned homework is taken from an oral Exercises APP, 25 mins dubbing in total should be finished.
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 skills of English speaking.
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 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
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
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 5-9, 2018;

Final Exam: January 7-11, 2019

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	Sep. 13	<ul style="list-style-type: none"> ● Syllabus ● Course requirement ● Part 1 TOFEL's Language Test <ol style="list-style-type: none"> 1. What's TOFEL's language test like? ● Exercise on typical topics 	APP
3	Sep. 20	<ul style="list-style-type: none"> ● Part 2 IELTS —I/II <ol style="list-style-type: none"> 1. What's the keyword to IELTS part one? 2. What's the keyword to IELTS part two? 	APP
4	Sep. 27	<ul style="list-style-type: none"> ● Part 3 IELTS —III <ol style="list-style-type: none"> 1. Exercise on IELTS part two: 22 different types 2. What's the keyword to IELTS part three? ● Exercise 	APP
5	Oct.4	— (National Day Holiday)	APP
6	Oct. 11	<ul style="list-style-type: none"> ● Part 4 Easy words conduct / Colloquial Words and Phrases ● How to express Like and Dislike in different way? ● How to answer “how often...” questions effectively? ● What kinds of words we describe them as colloquial? ● Exercise 	APP
7	Oct. 18	<ul style="list-style-type: none"> ● Part 5 Substitute words / Phrasal Verbs ● What's the first word popped-up when we mention: number, activities, thing, people, hobby, buildings, food and time? ● Identify 30 phrasal verbs meanings ● Group exercise 	APP
8	Oct. 25	<ul style="list-style-type: none"> ● 25 Slang Words and Phrases ● 25 slang words & phrases explanation ● Group exercise 	APP
9	Nov. 01	● Midterm Test	
10	Nov. 08	<ul style="list-style-type: none"> ● Part 7 Magical Nouns ● 30 magical Nouns & explanation ● Individual exercise 	APP
11	Nov. 15	<ul style="list-style-type: none"> ● Part 8 Basic rules of English pronunciation ● Fallible words ● Specials ● Basic rules of English pronunciation with some exercise 	APP
12	Nov. 22	<ul style="list-style-type: none"> ● Part 9 British English & American English ● Differences between British English & American English ● Exercise 	APP
13	Nov. 29	<ul style="list-style-type: none"> ● Part 10 Job interview ● Work experience ● Ability ● Intension 	APP

		<ul style="list-style-type: none"> ● Reasons of changing one's profession ● Salary ● How to answer questions in the job interview more enjoyable? ● Exercise 	
14	Dec. 06	<ul style="list-style-type: none"> ● Part 11 Business negotiation ● Negotiate commissions ● Goods negotiations ● After-sales Service ● Claim damage ● Price negotiation ● How to co-operate request in business negotiation? ● Exercise 	APP
15	Dec. 13	<ul style="list-style-type: none"> ● Part 12 Conference ● welcome ● acknowledgment / opening ● introduction of members / speakers ● procedure explanation (key point, time control etc.) ● starts ● statement of topic ● emphasize key point ● data support ● evidences ● results ● closure (conclusion / invite Qs' / appreciation) 	APP
16	Dec. 20	<ul style="list-style-type: none"> ● Part 13 Group Discussion ● Ask for opinions ● To table a proposal ● Communication to achieve agreement (double check & explain) ● Approval (fully/ partly) ● Disapproval (fully/ partly) ● Questioned / to rise an objection ● Acknowledge errors / to amend ● Parry/evasion ● Say "No" ● Results (accepted/ rejected/ put to vote) 	APP
17	Dec. 27	Presentation/Final oral test	

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: _____

Department Head: _____

