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**University of Delaware English Language Institute**

**Listening/Speaking for Graduate Programs (GRAD VI LS)**

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**Office hours**: Monday, Wednesday, Friday, 12:30-1:30pm, or by appointment

**Course website**: [www.udel.edu/canvas](http://www.udel.edu/canvas)

**Required Materials:**
*Clear Speech, 4th ed.* (a used copy of either the 3rd or 4th edition is acceptable)

Julia Salehzadeh, *Academic Listening Strategies: A Guide to Understanding Lectures* (Michigan, 2005). (a clean used copy without visible answers is acceptable). Note: This book is available with or without the DVDs. You may buy either edition. If you do not have the DVDs, you will need to visit the SALC to do some homework assignments.

Notebooks or folders

Internet access, **including a working UD email address**

**Listening/Speaking for Graduate Programs (Grad VI)** is an advanced-level English language course which focuses on developing academic language proficiency. It is suitable for language learners who want to prepare for graduate degrees in American universities. The course emphasizes the development of specific listening, speaking and related study skills which will help students succeed in graduate studies. The pronunciation portion of the class emphasizes understanding native reductions, rhythm and intonation, and focus words.

**Learning Outcomes**

1. **Listening**. Through this course, students will be able to:
	1. Understand natural speech including reductions and contractions;
	2. Understand a speaker's tone and attitude;
	3. Understand the content (main ideas and some details) of an academic lecture;
	4. Understand the organization and development of an academic lecture, including rhetorical signals;
	5. Understand the ideas and opinions of other members of a discussion group.
2. **Academic Study Skills.** Through this course, students will be able to:
	1. Take notes from academic lectures and readings;
	2. Interpret data from graphs and tables and present data including introduction, explanation of axes, major trends and salient points, and application to audience;
	3. Design, conduct, and report on research projects.
3. **Speaking**. Through this course, students will be able to:
	1. Summarize information that has been read and heard;
	2. Express and support opinions and arguments;
	3. Analyze and synthesize read and heard information;
	4. Use visual techniques (visual aids, gestures) and vocal techniques (varying pitch and stress, using pauses and repetition) to enhance effect and comprehensibility of a presentation;
	5. Ask pertinent questions and interact after (sometimes during) presentations from classmates, in seminar-type style.
4. **Oral Grammar.** Students will be able to use level-appropriate grammar with reasonable accuracy in both spontaneous and prepared speech, including asking questions and using *wh-* cleft sentences (what’s important is …).
5. **Pronunciation Skills.** Through this course, students will be able to:
	1. Pronounce specific vowels, consonants, consonant clusters and word endings;
	2. Speak with correct stress in words and sentences;
	3. Speak with correct intonation and rhythm.
6. **Vocabulary Development**. Through this course, students will be able to understand and use new vocabulary from a variety of academic subjects.

**Student Responsibilities**

You are responsible for:

* Completing all homework, classwork, quizzes, and other assignments on time;
* Participating actively in class;
* Following directions accurately and asking questions when you do not understand;
* Being prepared for all classes – including after an absence.

**Attendance and Absence Policies:**

* There are ordinarily no excused absences. Students are marked absent when they do not come to class for any reason.
* Students are marked late when they come to class more than 5 minutes late.
* Three lates equals one absence.
* Students are marked absent when they come to class more than 15 minutes late.
* After four absences for any reason, students receive a warning letter that asks them to make an appointment with the Associate Director to explain their absences.
* Students who have more than 16 absences in a session in both their Listening/Speaking and Reading/Writing classes are in violation of their student visas and may be dismissed from the ELI.
* If you are absent, inform the instructor as soon as possible.
* **You are responsible for knowing what you missed and what homework is due the next day.** Make every effort to find this information from a classmate before asking your instructor. Emails sent after 5pm may not be answered in time for the next class.
* Late assignments will be accepted before the end of week 6 only if you discuss your situation with the instructor. The assignment must be submitted within one week of the original due date, and one full letter grade (10%) will be deducted. Make-up tests and in-class assignments may be possible if you present the instructor with a *valid* reason as soon as possible. The same restrictions apply. **Not all assignments and tests may be made up due to absence or tardiness.** Generally, speaking assessments must be done in class, so absences will result in zero grades.
* *Important:* In order to complete the level, students must be present for the final listening test on the day designated by the ELI faculty.

**Grading Policy**

At the end of the session, students receive letter grades for Listening and Speaking. Final tests count for 20% of both grades. The ELI uses the following grade scale for final grades:

A (93%+); A- (90-92%); B+ (88-89%) – *these scores meet the Graduate CAP requirement*

B (83-87%); B- (80-82%); C+ (78-79%); C (73-77%); C- (70-72%) – *passing scores*

D+ (68-69%); D (63-67%); D- (60-62%); F (below 60%) – *failing scores*

Note:

* An average score of C- (70%) or higher is sufficient to pass the course and receive a certificate.
* An F in any one skill area results in an automatic failing grade (D+ or lower) for the entire class.
* Graduate students in the Conditional Admissions Program (Grad-CAP) must earn a B+ (88%) or higher in both individual skill areas (listening and speaking). That is, B+ is the minimum grade to meet the Grad-CAP requirement.
* Students must have a final grade average of C (73%) or higher to be promoted to the next level.

Students also receive a grade for **effort** (1, 2, or 3), which is based on attendance, punctuality, participation, and appropriate classroom behavior. The grade is calculated as follows: each student starts with 100 points, but loses 2 points for tardiness, 5 for absence / non-participation / late assignments. Speaking a language other than English in class, checking email (see policies), and other inappropriate behavior will also result in deductions. Extra effort will be rewarded (such as attending office hours, participating in and outside class beyond the course requirements, etc.). The ELI uses the following scale for effort grades:

 1 = Outstanding effort (90+ points)

 2 = Satisfactory effort (80-89 points)

 3 = Unsatisfactory effort (<80 points)

**CAP Requirements**

To meet CAP requirements for admission to graduate programs, you must earn:

* a B+ for each skill area in GRAD VI (a B+ average is not sufficient);
* a 6.5 on the final essay, as judged by a panel of raters which will not include your teacher;
* an effort grade of 1 or 2 in your last session at the ELI.

*You are responsible for understanding and meeting all CAP requirements. Contact the CAP coordinator if you have questions!*

**Certificates**

To receive a certificate when you graduate from the ELI, you cannot have more than a total of 12 absences from both your Listening/Speaking and Reading/Writing classes per session (85%). You must also have a C- or better grade average. To receive a certificate with honors, you must attend at least 90% of classes (fewer than 8 total absences) and maintain an A- or better grade average.

A student may NOT repeat a level more than 3 times. If you do not pass the same level 2 times, you will be given a retest. If you test into a lower level, you must move to that level. If you test into your current level, you must pass in the following session. If you do not pass, you will be dismissed from the ELI.

**Additional Policies**

* You are welcome to use a laptop (or other) computer in class but only to help you with the lesson (e.g., taking notes, consulting the class website, using library databases, preparing presentations, using an online dictionary). Inappropriate use (checking email, facebook, shopping, non-class-related browsing, and viewing websites in languages other than English) **will not be tolerated**: you will be asked to close your computer and you will lose **effort points**.
* **Turn off your cell phone!**
* Food and drink are permitted.
* The ELI operates an **English-only** policy in and around our classrooms.
* **Academic honesty is expected of all students and faculty at the University of Delaware.** Please consult the code of conduct in the ELI Student Handbook and ask your instructor if you have any questions about academic honesty, always ask first! Please note that the rules for avoiding **plagiarism** apply equally to oral presentations as to written assignments.

I look forward to working with you this session. If you have any questions, concerns, or suggestions, at any time, please do not hesitate to contact me.

*Nigel*