

MODULE DESCRIPTOR

TITLE	English for Academic Purposes (SBS International Top Ups)			
SI MODULE CODE	New			
CREDITS	20			
LEVEL	All			
JACS CODE	X162			
SUBJECT GROUP	SG-77018 - TESOL			
DEPARTMENT	77003			
MODULE LEADER	Judith Rossiter			
NOTIONAL STUDY HOURS BY TYPE	Tutor-led	Tutor-directed	Self-directed	Total Hours
	48	48	104	200

MODULE AIM(S)

1. To enable students to reach a sufficiently high level of ability in all four language skills (reading, writing, listening and speaking) to understand and communicate in English in the context of their business courses.
2. To develop students' awareness and understanding of British academic culture and study skills and enable them to apply these to their own courses.

MODULE LEARNING OUTCOMES

By engaging successfully with this module a student will be able to:

1. Demonstrate an understanding of spoken and written communications which may be encountered in their academic business courses.
2. Respond to these communications orally and in writing with a degree of fluency and accuracy using appropriate linguistic registers.

INDICATIVE CONTENT

Topics covered in the module include the following:

- Revision and extension of key grammar for academic purposes
- Practice in key aspects of the academic writing process in areas such as planning, structure, style, paraphrasing, summarising and critical thinking.
- Using and interpreting data, graphs and figures.
- Understanding and avoiding plagiarism and understanding the academic conventions of referencing and quotations.
- Understanding and using the language of reflection.
- Developing vocabulary in both general and business contexts.
- Reading effectively from a variety of business-related sources.
- Using texts to support the development of an argument.
- Developing oral fluency in order to lead and participate in discussions and seminars.
- Giving effective oral presentations
- Developing listening skills for general and business-related academic purposes.

LEARNING AND TEACHING METHODS

Students will be supported in their learning, to achieve the above outcomes, in the following ways:

- Teaching will be in keeping with current language teaching methodology.

- An appropriate range of materials will be used, including authentic, commercially produced and tutor-led classroom activities, group and pair work.
- A variety of language resources for independent use will be recommended, to reinforce knowledge and skills gained in classroom teaching. These will include the use of computer-based materials and tasks.
- Work submitted will be assessed formatively, including comment, for example, on appropriateness of style, register, presentation as well as correction of grammatical and other errors.
- Learner independence will be fostered and developed, for example by the use of learning logs.
- Critical thinking will be encouraged in learning activities.

ASSESSMENT STRATEGY AND METHODS

Assessment will be by a variety of assessment types including take-home assignments, unseen classroom-based assessments and prepared oral assessments. Written assessment will take a variety of forms including essays and summaries. Reading, listening and oral skills will be assessed by short comprehension, summary and presentation tasks.

Task No.	TASK DESCRIPTION	SI Code	Task Weigh ting %	Word Count / Duration	In-module retrieval available
1	Reading and Writing a) writing a summary (10%) b) writing notes for an oral presentation (10%) c) writing an essay using sources (30%)	CW	50	a) 150 words b) 150-200 words c) 450-500 words	N
2	Speaking a) giving a presentation (10%) b) participating in a short discussion (10%)	CW	20	a) 5-8 minutes b) 20 minutes	N
3	Listening a) listening comprehension and summary exercises (30%)	CW	30	a) 45-60 minutes (approx)	N

ASSESSMENT CRITERIA

<i>Learning Outcome</i>	<i>Assessment Criterion</i>	<i>Pass/threshold level Statement</i>	<i>Other levels of Achievement</i>
<i>Statement of what a student should know, do or understand</i>	<i>Statement of which aspects of student's work will be judged, in relation to the LOs</i>	<i>A statement of the typical pass requirement, in relation to the LOs</i>	<i>A statement of what the student must do to achieve a particular grade or mark against the assessment criterion</i>
1. Understand spoken and written communications which may be encountered in their academic business courses.	<i>Student work will be judged on a range of listening comprehension and summary tasks. They will be required to read, understand and summarise business related texts and use these to feed into a writing task.</i>	<i>For a typical pass, the student will be able to identify most key points in listening and reading items and find information in order to answer specific questions with a degree of accuracy.</i>	<i>Detailed criteria will be available for all assessments will be available for students in the module guide.</i>
2. Respond to these communications orally and in writing with a degree of fluency using appropriate linguistic registers.	<i>Students will be assessed on an oral presentation and their ability to lead and participate in a discussion. Their essay writing will be assessed in terms of grammar, communicative quality, register, vocabulary, structure and task achievement.</i>	<i>For a typical pass, the student will be able to communicate orally using reasonably accurate grammar and pronunciation and engage well with a group or audience. The student will write using reasonably accurate grammar and style, organise the writing in a structured way and make references to sources correctly.</i>	<i>Detailed criteria will be available for all assessments will be available for students in the module guide.</i>

FEEDBACK

- Clear criteria will be used in assessing work.
- Wherever possible work will be returned as soon as possible, often the following week, and students can expect helpful detail in the tutor's formative feedback..
- Training will be given in the interpretation of feedback and strategies to improve performance will be given.

LEARNING RESOURCES (INCLUDING READING LISTS)

Core textbooks

- Walker, C. (2008) *English for Business Studies*. Garnet Education.
- Campbell, C. and Smith, J. (2009) *"English for academic study: Listening"*. Garnet.

Other materials include

- Bailey, S. (2011) *Academic Writing for International Students of Business*. Routledge.
- Mackenzie, I. (2010) *English for Business Studies*. Cambridge University Press.
- Web based materials including BBC websites and business related websites.
- Radio and TV broadcasts.
- Newspapers and journals.
- Appropriate English language grammar books and dictionaries.

- SECTION 2 'MODEL A' MODULE (INFORMATION FOR STAFF ONLY)

MODULE DELIVERY AND ASSESSMENT MANAGEMENT INFORMATION**MODULE STATUS - INDICATE IF ANY CHANGES BEING MADE**

NEW MODULE	Y
EXISTING MODULE - NO CHANGE	N
Title Change	N
Level Change	N
Credit Change	N
Assessment Pattern Change	N
Change to Delivery Pattern	N
Date the changes (or new module) will be implemented	09/2011

MODULE DELIVERY PATTERN - *If the course will have more than one intake, for example, September and January, please give details of the module start and end dates for each intake*

	Module Begins	Module Ends
Course Intake 1	01/09/2011	31/01/2011
Course Intake 2	DD/MM/YYYY	DD/MM/YYYY
Course Intake 3	DD/MM/YYYY	DD/MM/YYYY

Is timetabled contact time required for this module?	Y
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Are any staff teaching on this module non-SHU employees?	N
If yes, please give details of the employer institution(s) below	
What proportion of the module is taught by these non-SHU staff, expressed as a percentage?	

MODULE ASSESSMENT INFORMATION

Does the Module (using Model A Assessment Pattern) Require Either*	
Overall Percentage Mark of 40%	Y
Overall Pass / Fail Grade	N

FINAL TASK

According to the Assessment Strategy shown in the Module Descriptor, which task will be the LAST TASK to be taken or handed-in? (Give task number as shown in the Assessment Strategy)	Task No. 3
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MODULE REFERRAL STRATEGY

Task for Task (as shown for initial assessment strategy)	Y
Single Referral Package for All Referred Students	N

**if YES complete table below*

SINGLE REFERRAL PACKAGE DETAILS

Task No.	TASK DESCRIPTION	SI Code	Task Weighting %	Word Count / Duration
1				
2				
3				
4				
5				
6				