



School of Linguistics and Applied Language Studies

Graduate Certificate in TESOL ELIN 801, Introduction to Language Teaching Trimester 3, 2010

8 November 2010 to 19 February 2011

Trimester dates

Teaching dates: 10 November 2010 to 9 February 2011

Mid-trimester break: 22 December 2010– 5 January 2011 (Jan 6 & 7: study days)

Withdrawal dates

Information on withdrawals and refunds may be found at
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

1. Course Coordinator:

Jill Musgrave

Von Zedlitz (vZ) 312

Tel: 463 5233 Extn. 8781

Email: jill.musgrave@vuw.ac.nz

Office hours: Tues 14:00-15:00 & Thurs 11:00-12:50



2. Teaching staff: Jill Musgrave

3. LALS office:

Email: lals@vuw.ac.nz

Room 210, 2nd floor, von Zedlitz (vZ) Building

Kelburn Parade

10:00am – 4:30pm

4. Course administrator:

To be advised

5. Class times and locations (See weekly timetable on page 7)

Lectures: Mondays 11:00-12:50 and Wednesdays 9:00-10:50
Hunter 113 (10 Nov - 20 Dec) and Hunter 317 (10 Jan - 9 Feb)

Tutorials: **Tutorial A:** Mon 1:00-1:50pm (Rooms as above) and/or Tues 1:00-1:50pm (vZ312)
Tutorial B: Weds (Groups x 30 mins between 13:30-15:00 in vZ312)

Teaching sessions: Wednesdays 12-1pm (Room to be advised)

6. Course delivery

Course members will attend two lectures each week. The scheduled tutorial times will be used mainly for preparation and evaluation of the teaching materials. These materials will be used in a one hour small group teaching session each week. Course members are expected to participate fully in all sessions and make regular use of the course information posted on Blackboard.

7. Communication of additional information:

Announcements will be posted on Blackboard: www.blackboard.victoria.ac.nz

8. Course content:

ELIN 801 will be taught by Jill Musgrave. The course aims to introduce course members to:

- Principles of language teaching and learning and their application in teaching activities and materials.
- The teaching of grammar, vocabulary and the skills of listening, speaking, reading and writing to foreign and second language learners.
- Designing a balanced programme of work and monitoring learners' progress through it.

The main topic areas that will be studied are as follows:

Week 1 (10 November)	An introduction and overview
Week 2 (15, 17 November)	Teaching reading
Week 3 (22, 24 November)	Teaching reading
Week 4 (29 Nov, 1 Dec)	Teaching writing
Week 5 (6, 8 December)	Teaching writing
Week 6 (13, 15 December)	Teaching vocabulary

Week 7 (20 December)	Pronunciation
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Mid-trimester break: 22 December – 5 January inclusive

Study days: 6 & 7 January

Week 10 (10 January)	Pronunciation
Week 10 (12 January)	Teaching listening
Week 11 (17, 19 January)	Teaching listening
Week 12 (26 January)	Teaching speaking
Week 13 (31 Jan, 2 Feb)	Teaching speaking
Week 14 (7, 9 February)	Language Assessment and testing

These topic areas indicate the main focus that has been planned for each week. Within each topic, an emphasis will be given to integrating language skills; planning, implementing and reflecting on teaching activities; and monitoring learners' progress. Other topics, such as English grammar, will be covered throughout the course.

9. Learning objectives:

Students passing ELIN 801 should be able to:

- 1 Outline principles of language teaching and materials development and explain how they support a balanced programme of work
- 2 Outline features and benefits of specific language teaching activities and materials for the teaching of reading, writing, listening and speaking
- 3 Suggest solutions or improvements to frequently encountered issues relating to effective second language learning
- 4 Evaluate the design and implementation of materials used in a small group teaching setting in relation to theoretical principles.
- 5 Demonstrate professional behaviour

10. Expected workload:

As ELIN 801 is a 30 point course, you should expect to spend 300 hours on coursework spread out over the 14 weeks of the course. This means that the workload is likely to exceed 20 hours per week for most weeks of the course. The workload includes:

- Preparing for classes: including reading and review
- Attending classes
- Planning and designing language learning activities for one hour lessons
- Teaching one hour lessons with a pair or small group of learners
- Evaluating each one hour teaching session
- Completing assessments

11. Group work:

While all assessed work will be completed individually, you are encouraged to work collaboratively with other course members when preparing and reflecting on the practice teaching sessions.

12. Readings:

Essential text:

Scrivener, J. (2005). *Learning Teaching: The essential guide to English language teaching*. Oxford, UK: Macmillan. (Available from Vicbooks for \$67.95)

All textbooks and student notes (undergraduate and postgraduate) will be available for purchase from vicbooks on the top floor of the Student Union Building.

Customers can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available.

Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

Adapted material from the following student notes publication will be issued in class. Nation, I.S.P. (2007). *Language Teaching Techniques: A Book for Beginning Language Teachers*.

Recommended readings: The following books are on Closed Reserve in the library.

Day, Richard R., & Bamford, J. (1998). *Extensive reading in the second language classroom*. Cambridge: Cambridge University Press.

Nation, I.S.P. (2008). *Teaching vocabulary: Strategies and techniques*. Boston, USA: Heinle.

Nation, I.S.P. (2009). *Teaching ESL/EFL Reading and Writing*. New York: Routledge.

Nation, I.S.P. & Newton, J. (2009). *Teaching ESL/EFL Listening and Speaking*. New York: Routledge.

Nuttall, C. (2005). *Teaching reading skills in a foreign language*. Oxford: Macmillan Education.

Course members are also expected to read relevant articles in journals such as: *English Teaching Forum*, *Modern English Teacher*. See the GradCertTESOL Handbook for an extensive journal list.

LALS STAFF RESOURCE ROOM

The Staff Resource Room (VZ 204) is a reading room where you can consult materials on language teaching. Books and periodicals may not be borrowed and student access to the resource room is restricted. Opening times are listed on the door.

13. Assessment requirements:

This course will be examined by internal assessment. The final grade for ELIN 801 will be based on two tests (15% each), two assignments (30% each) and a grade for professional behaviour (10%). The assessment schedule appears below.

	Percentage	Dates and length	Learning objectives
Test 1	(15%)	Wed 8 December <i>One hour (9:00-10:00)</i>	1,2,3
Assignment 1	(30%)	Mon 10 January <i>(1,500 to 2,000 words)</i>	1,2,3,4
Test 2	(15%)	Weds 26 January <i>One hour (9:00-10:00)</i>	1,2,3
Assignment 2	(30%)	Fri 11 February <i>(1,500 to 2,000 words)</i>	1,2,3,4
Professional behaviour	(10%)	Ongoing throughout the course	5

The **tests** (30% in total) aim to measure course members' understanding of principles and concepts underlying lesson planning, materials preparation, and the implementation and evaluation of language activities. It is expected that the test questions will be answered in a systematic way drawing on material covered in the course. The tests are designed to reflect the first three course objectives outlined on page three.

The **assignments** (60% in total) require course members to apply what they have learned in classes, through reading and independent study to a practical teaching situation. The assignments are designed to reflect all four course objectives outlined on page three. Refer to the GradCertTESOL Handbook for information about the presentation and marking criteria for assignments.

- **Assignment One:** Prepare, trial and report on a language lesson you have designed to improve reading or writing. (1,500 to 2,000 words)
- **Assignment Two:** Prepare, trial and report on a language lesson you have designed to improve listening or speaking. (1,500 to 2,000 words)

Professional behaviour (10%) refers to demonstration of ‘teacher attributes’, such as communication, self-management and collaboration.

Full guidelines for all assessments will be provided in class.

14. Statement of penalties:

You must complete all assigned work by the deadlines. If you have strong personal reasons for needing an extension (such as an illness or bereavement), you must get explicit permission before the due date from the course coordinator. Work handed in late without prior permission to do so may not be eligible for assessment.

15. Mandatory course requirements

Each student must:

- a) Complete the two tests and two assignments
- b) Attend at least 90% of the ELIN 801 classes and practical teaching sessions.

16. Class Representative

A class representative will be elected in the first class, and that person’s name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

17. Academic Integrity and Plagiarism

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work. Academic integrity is important because it is the core value on which the University’s learning, teaching and research activities are based. Victoria University’s reputation for academic integrity adds value to your qualification. The University defines plagiarism as presenting someone else’s work as if it were your own, whether you mean to or not. ‘Someone else’s work’ means anything

that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

18. GENERAL UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* or go to the Academic Policy and Student Policy sections on:

<http://www.victoria.ac.nz/home/about/policy>

The AVC(Academic) website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates. This website can be accessed at:

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

ELIN 801 Weekly Timetable

	Monday	Tuesday	Wednesday	Thursday
9:00-10:50			ELIN 801 (Lecture) HU113 (First half) HU317(Second half)	
11:00-12:50	ELIN 801 (Lecture) HU113 (First half) HU317(Second half)		ELIN 801 Small group teaching 12:00-13:00 Rm tba	Office hours
13:00-14:00	Mats development Tutorial A HU113 (First half) HU317(Second half)	Mats developm Tutorial A vZ312	ELIN 801 Mats evaluation Tutorial B 3xGroups 13:30 - 15:00 vZ312	
14:00-15:00		Office hours		

Victoria University of Wellington
School of Linguistics and Applied Language Studies

COVER SHEET

COURSE NAME & CODE
e.g. ELIN 801

SURNAME : _____

GIVEN NAME : _____

ID NUMBER : _____

TUTOR / LECTURER : _____

ASSIGNMENT TITLE / NO : _____

NUMBER OF WORDS : _____

DUE DATE : _____

Please complete the following checklist:

tick box

I have checked my work carefully before submitting

I have included a list of references, properly formatted

I have numbered the pages of this work

I have retained a copy of this work

There is no plagiarism in this work

I value your feedback and will collect my work promptly

OR

I do not require any feedback on this work

STUDENT'S SIGNATURE: _____

DATE: _____