



School of Linguistics and Applied Language Studies

**Graduate Certificate in TESOL
ELIN 801, Introduction to Language Teaching
Trimester 3, 2011**

Trimester dates

Teaching dates	November 9 2011 to 8 February 2012
Mid-trimester/Xmas break	21 December 2011 to 8 January 2012
Final assignment due	13 February 2012

Withdrawal dates

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

Teaching staff: Names and contact details

Jill Musgrave
Course Coordinator

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Angela Joe
Lecturer

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Lals Office Email: lals@vuw.ac.nz
Room 210, 2nd floor, von Zedlitz (vZ) Building
Kelburn Parade
8.30am – 4:30pm

Course Administrator Kirsten Sims, Post Graduate Administrator,
Tel: 463 5894, Fax: 463 5604 kirsten.sims@vuw.ac.nz

School webpage <http://www.victoria.ac.nz/lals/>

Class times and locations

Lectures:	Monday 11:00 – 12:50pm:	KK203	(14 November-19 December)
		24KP 203	(9 January-30 January)
	Wednesday 09:00 – 10:50am:	EA026	(9 November-14 December)
		24KP 203	(11 January-8 February)

Tutorial A: Tuesdays 13:00-16:00 (Group times tba) vZ312

Tutorial B: Wednesdays 13:00-15:00 (Group times tba) vZ312

Group Project Tutorials: (Group times tba) vZ213

One-hour teaching session: Wednesdays 12:00 – 13:00 MY401, MY402, MY403 & MY404

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 and activities that course members will teach in the one-hour small group teaching session each Wednesday. Course members are expected to participate fully in all sessions and make regular use of the course information posted on Blackboard.

Communication of additional information

Announcements will be made in class and posted on Blackboard: www.blackboard.victoria.ac.nz

Course Prescription

This course introduces the planning and implementation of appropriate classroom language teaching activities, and addresses issues in managing classrooms for effective second and foreign language learning.

Course content

ELIN 801 will be taught by Jill Musgrave and Angela Joe. The course covers:

- 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 (9 November)	An introduction and overview
Week 2 (14, 16 November)	Teaching reading
Week 3 (21, 23 November)	Teaching reading
Week 4 (28, 30 November)	Teaching reading and teaching writing
Week 5 (5, 7 December)	Teaching writing
Week 6 (12, 14 December)	Teaching writing and Pronunciation
Week 7 (19 December)	Pronunciation

Mid-trimester break: 21 December – 8 January inclusive

Week 10 (9, 11 January)	Teaching listening
Week 11 (16, 18 January)	Teaching listening
Week 12 (25 January)	Group presentations
Week 13 (30 Jan, 1 Feb)	Teaching speaking
Week 14 (8 Feb)	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 vocabulary, and English grammar, will be covered throughout the course.

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 and vocabulary.
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 principles.
5. Demonstrate professional behaviour.

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 [lectures and tutorials]
- Planning and designing language learning activities and materials for the one hour lessons
- Teaching one hour lessons with a pair or small group of learners
- Evaluating each one hour teaching session
- Completing assessments

Group work

While Assignments One and Two will be completed individually, course members are encouraged to work collaboratively when preparing and reflecting on the practice teaching sessions that inform both assignments. The Electronic Poster Presentation project requires course members to work collaboratively in small groups of two or three. For the Electronic Poster Presentation half of the marks are usually awarded to the whole group and the other half of the marks are awarded individually. (See Assessment requirements document on Blackboard)

Readings

Essential texts:

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.

All textbooks for Trimester 3 will be available from vicbooks on Level 4, Student Union Building. Customers can order textbooks 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.

Recommended Reading:

The following titles are located in the main library on 3 day loan and/or on Closed Reserve.

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.

Nation, P. & Gu, P. Y. (2007). *Focus on vocabulary*. Sydney: NCELTR, Macquarie University.

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

Parrott, M. (2000). *Grammar for English language teachers*. Cambridge: Cambridge University Press.

Thornbury, S. (1999). *How to teach grammar*. Harlow: Pearson Longman.

Course members are also expected to read relevant articles in journals such as: *English Teaching Forum* and *Modern English Teacher*. See Blackboard 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.

Assessment requirements

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

	Percentage	Dates and length	Learning objectives
Test	(15%)	Wed 14 December One hour (9:00-10:00)	1,2,3
Assignment 1	(30%)	Mon 9 January (by 5pm) (2,000 to 2,500 words)	1,2,3,4
Electronic Poster Presentation	(15%)	Weds 25 January 30 minutes per group presentation	1,2,3,4
Assignment 2	(30%)	Mon 13 February (by 5pm) (2,000 to 2,500 words)	1,2,3,4
Professional behaviour	(10%)	Ongoing throughout the course	5

The **test** (15%) aims 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 test is designed to reflect the first three learning objectives outlined on page four.

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 the first four learning objectives outlined on page four. Refer to Blackboard 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.
(2,000 to 2,500 words)

This assignment requires you to use an ELIN 801 lesson you have planned, prepared materials for, and taught as a focus for discussing what you have learned from the ELIN 801 classes, from the set and recommended texts and from your own independent reading about either reading or writing. It is expected that you will include a focus on vocabulary in this assignment.

Assignment Two

Prepare, trial and report on a language lesson you have designed to improve listening or speaking. (2,000 to 2,500 words)

This assignment requires you to use an ELIN 801 lesson you have planned, prepared materials for, and taught as a focus for discussing what you have learned from the ELIN 801 classes, from the set and recommended texts and from your own independent reading about either listening or speaking. It is expected that you will include a focus on pronunciation in this assignment.

The group **electronic poster presentation** (15%) will take place in class time on Wednesday 25 January. Working in an ELIN 801 teaching practicum group of three course members, your group will choose an aspect of vocabulary learning to explore throughout the ELIN 801 teaching sessions. You will investigate the topic each week, following the Action Research stages of planning, action, observation and reflection. You will present both the process and the findings of your study as an electronic poster. This assignment reflects the first four learning objectives outlined on page four.

Professional behaviour (10%) refers to demonstration of 'teacher attributes', such as communication, self-management and collaboration. This assignment reflects the fifth learning objective outlined on page four.

Full guidelines for all assessments will be provided in class.

Submitting assignments and tasks

Refer to the assessment requirements above and the Course Calendar at the end of the Course Outline for the due dates for each assessment task.

Penalties

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

Mandatory course requirements

In order to pass this course, you must fulfil the mandatory course requirements set out below:

- You must attend at least 90% of the ELIN 801 classes and practical teaching sessions.
- You must complete satisfactorily all class tasks and written and oral assignments specified in the course outline.
- You must hand in all required assignments on time. No work will be accepted after **13 February**.

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.

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>

WHERE TO FIND MORE DETAILED INFORMATION

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study. Find out how academic progress is monitored and how enrolment can be restricted at www.victoria.ac.nz/home/study/academic-progress. Most statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the *Calendar* webpage at www.victoria.ac.nz/home/study/calendar.aspx (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at www.victoria.ac.nz/home/about_victoria/avcacademic

ELIN 801, Introduction to Language Teaching Trimester 3, 2011/12

Wk 1	7	8	9 Nov ELIN801 (1) Intro 9:00-10:50 EA026	10	11
Wk 2	14 ELIN 801 (2) 11:00-12:50 KK203	15 LLC Intro tour 11:30-12:00 VZ Level 0	16 ELIN801 (3) 9:00-10:50 EA026 801 Teaching 12-1:00 MY 401-404 Tutorial B 13:00-15:00 VZ312 (Group times tba)	17 Electronic Poster Presentation Group Set up groups before Monday 21	18
Wk 3	21 ELIN 801 (4) 11:00-12:50 KK203 E- Poster Pres. Group PLAN	22 Tutorial A 13:00-16:00 VZ312 (Group times tba)	23 ELIN801 (5) 9:00-10:50 EA026 801 Teaching 12-1:00 MY 401-404 E- Poster Pres. Group ACT & OBSERVE Tutorial B 13:00-15:00 VZ312 (Group times tba)	24 Electronic Poster Presentation Group REFLECT <i>Tutorials on request</i>	25
Wk 4	28 ELIN 801 (6) 11:00-12:50 KK203 E- Poster Pres. Group PLAN	29 Tutorial A 13:00-16:00 VZ312 (Group times tba)	30 ELIN801 (7) 9:00-10:50 EA026 801 Teaching 12-1:00 MY 401-404 E- Poster Pres. Group ACT & OBSERVE Tutorial B 13:00-15:00 VZ312 (Group times tba)	1 Dec E- Poster Pres. Group REFLECT <i>Tutorials on request</i>	2
Wk 5	5 ELIN 801 (8) 11:00-12:50 KK203 E- Poster Pres. Group PLAN	6 Tutorial A 13:00-16:00 VZ312 (Group times tba)	7 ELIN801 (9) 9:00-10:50 EA026 801 Teaching 12-1:00 MY 401-404 E- Poster Pres. Group ACT & OBSERVE Tutorial B 13:00-15:00 VZ312 (Group times tba)	8 E- Poster Pres. Group REFLECT <i>Tutorials on request</i>	9 PREZI Introduction

Wk 6	12 ELIN 801 (10) 11:00-12:50 KK203 E- Poster Pres. Group PLAN	13 Tutorial A 13:00-16:00 VZ312 (Group times tba)	14 ELIN801 (11) 9:00-10:50 EA026 ELIN 801 TEST 801 Teaching 12-1:00 MY 401-404 E- Poster Pres. Group ACT & OBSERVE Tutorial B 13:00-15:00 VZ312 (Group times tba)	15 E- Poster Pres. Group REFLECT <i>Tutorials on request</i>	16
Wk 7	19 ELIN 801 (12) 11:00-12:50 KK203	20	21	22	23
Wk 8	26	27	28	29	30
Wk 9	2 January	3	4	5	6
Wk 10	9 Jan ELIN 801 (13) 11:00-12:50 24KP 203 E- Poster Pres. Group PLAN ELIN 801 Assignment 1 (by 5pm)	10 Tutorial A 13:00-16:00 VZ312 (Group times tba)	11 ELIN801 (14) 9-10:50 24KP 203 801 Teaching 12-1:00 MY 401-404 E- Poster Pres. Group ACT & OBSERVE Tutorial B 13:00-15:00 VZ312 (Group times tba)	12 E- Poster Pres. Group REFLECT <i>Tutorials on request</i>	13
Wk 11	16 ELIN 801 (15) 11:00-12:50 24KP 203 E- Poster Pres. Group PLAN	17 Tutorial A 13:00-16:00 VZ312 (Group times tba)	18 ELIN801 (16) 9-10:50 24KP 203 801 Teaching 12-1:00 MY 401-404 E- Poster Pres. Group ACT & OBSERVE Tutorial B 13:00-15:00 VZ312 (Group times tba)	19 E- Poster Pres. Group REFLECT <i>Tutorials on request</i>	20

Wk 12	23 Wellington Anniversary Day	24 Tutorial A 13:00-16:00 VZ312 (Group times tba)	25 ELIN801 (17) 9-10:50 24KP 203 ELIN 801 Group Presentations 801 Teaching 12-1:00 MY 401-404 Tutorial B 13:00-15:00 VZ312 (Group times tba)	26	27
Wk 13	30 ELIN 801 (18) 11:00-12:50 24KP 203	31 Tutorial A 13:00-16:00 VZ312 (Group times tba)	1 Feb ELIN801 (19) 9-10:50 24KP 203 801 Teaching 12-1:00 MY 401-404 Tutorial B 13:00-15:00 VZ312 (Group times tba)	2	3
Wk 14	6 Waitangi Day	7 <i>No tutorials</i>	8 ELIN801 (20) 9-10:50 24KP 203 Final class	9	10
	13 Feb ELIN 801 Assignment 2 (by 5pm)				

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: _____