



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES  
ENGLISH LANGUAGE INSTITUTE**

**ENGLISH PROFICIENCY PROGRAMME  
ELIN 001 – ENGLISH FOR ACADEMIC PURPOSES  
60 POINTS**

**TRIMESTER 1 2015**

**Important dates**

**Teaching dates:** 4 March 2015 – 5 June 2015

**Mid-trimester break:** 20-24 April 2015

**Last assessment item due:** 25 May 2015

**Withdrawal dates:** A **full refund** of fees is only given when students withdraw before the course begins. You are entitled to a refund of **two-thirds** of the tuition and programme fees if you give written notice of withdrawal before Wednesday 18 March at 4:30 pm. After this date there will be **no refund**. Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://www.victoria.ac.nz/students/study/withdrawals-refunds). If you cannot complete an assignment or sit a test or examination, refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats).

**Class times and locations**

**Guest lectures:** Wednesday 10.00 -10.50am Maclaurin LT102

**Weekly tests:** Thursday 2.10 - 4.00pm: Hugh Mackenzie LT205

**Class times:** Monday to Friday 9:00am – 1:00pm

During the first week of class, your class teacher will give you further details about your teachers, room and timetable. This information will also be posted on Blackboard.

## Names and contact details

- Course coordinator:** Kristen Sharma  
Office: VZ312  
Office hours: To be advised  
Phone: 463 5233 x 8781  
E-mail: kristen.sharma@vuw.ac.nz
- Course administrator:** Carlos Espinoza  
Office: VZ208  
Phone: 463 6472  
E-mail: carlos.espinoza@vuw.ac.nz
- LALS Office:** Room 210  
2<sup>nd</sup> Floor, von Zedlitz Building  
Kelburn Parade  
9.00am-4.15pm  
Phone: 463 5600  
E-mail: LALS@vuw.ac.nz
- School webpage:** <http://www.victoria.ac.nz/lals/>

## Communication of additional information

Announcements will be made in class and posted on Blackboard:  
[www.blackboard.victoria.ac.nz](http://www.blackboard.victoria.ac.nz)

## Prescription

The EPP aims to develop students' English proficiency in the four language skills of reading, writing, speaking and listening and to concurrently prepare them for participation as students in a New Zealand university. Content-based instruction is used to integrate a focus on language within the context of academic reading, writing, speaking and listening tasks. This approach incorporates a wide range of critical and creative thinking skills and learning strategies to prepare students for university study.

## Course learning objectives (CLOs)

Students who pass this course should be able to:

1. Interpret, predict and use academic discourse patterns and conventions (such as turn taking, effective organisational patterns and cohesive devices) as appropriate for specified written and spoken academic genres
2. Demonstrate critical thinking (for example, by interpreting, deducing, analysing, integrating and evaluating complex academic ideas) in written and spoken academic genres
3. Demonstrate fluent use of all four language skills as required for written and spoken academic discourse
4. Identify the intended meaning of, and use, a range of vocabulary items in both written and spoken academic discourse
5. Identify the intended meaning of, and use, a range of grammatical constructions in both written and spoken academic discourse
6. Identify the intended meaning of, and use, pronunciation features, including prosodic features, to support meaning and intelligibility in spoken academic discourse
7. Demonstrate learner autonomy by applying academic listening, reading and writing skills to purposeful academic tasks (such as paraphrasing, summarizing, referencing and note-taking) in self-directed situations.

## Teaching format

The course is delivered through daily class sessions. Students are expected to attend all class sessions, complete all assigned tasks and undertake their own independent learning programme.

## Mandatory course requirements

To fulfil the mandatory course requirements, students must attend

- A minimum of **50** days of the full morning and afternoon programme.

This requirement has been set to ensure that students complete a substantial proportion of the learning and teaching activities of the programme to help them achieve the CLOs. Students who fail to fulfil mandatory course requirements will not receive a final report and will not be accepted for the subsequent EPP course.

If students achieve an award of the Certificate of Proficiency in English but fail to fulfil the mandatory course requirements, they will:

- Receive a failing 'F' grade on their university record.

## Workload

ELIN 001 is a 60 point course. Course points are calculated on the basis of 10 hours for 1 point. In order to make progress in this course you should spend, on average, 50 hours a week over the 12 weeks of the course (i.e. 600 hours in total over the trimester). The table below has a suggested breakdown of the hours:

Weekly tasks	Weekly hours	Course Total hours
Attendance at class sessions	20 hours	240 hours
Completion of assigned tasks	15 hours	180 hours
Independent learning programme	15 hours	180 hours

## Assessment

In most university programmes, assessment tasks are spread throughout a course. Because you are working to improve the level of your language proficiency throughout the course, most of your tests are held at the end of the course. This allows you as much time as possible to improve your proficiency level in all four skills. Approval for this assessment schedule has been granted by the Head of the School of Linguistics and Applied Language Studies.

EPP Assessment Task Schedule		CLOs	Date
<b>Reading</b> 25%	Reading Test A 30 minutes	1,2,3,4,5	Week 14
	Reading Test B 35 minutes	1,2,3,4,5	Week 14
	Reading Test C 40 minutes	1,2,3,4,5	Week 14
	* In-course reading tasks	1,2,3,4,5,7	Weeks 4, 10
<b>Listening</b> 25%	Listening Test A 20 minutes	1,2,3,4,5	Week 14
	Listening Test B 35 minutes	1,2,3,4,5	Week 14
	Dictation Test 25 minutes	1,2,3,4,5	Week 14
	Listening Test D 35 minutes	1,2,3,4,5	Week 14
	* In-course listening tasks	1,2,3,4,5,6,7	Weeks 3, 6, 7, 11
<b>Writing</b> 25%	Argument Essay 45 minutes	1,2,3,4,5	Week 14
	Data Commentary (Graphs/Tables) 45 minutes	1,2,3,4,5	Week 14
	* In-course writing tasks (Teachers will tell you the date for the writing assignment in class)	1,2,3,4,5,7	Weeks 5, 12
<b>Speaking</b> 25%	Seminar 10 minutes + questions	1,2,3,4,5,6,7	Week 14
	Interview 12-15 minutes	1,2,3,4,5,6	Week 14
	* In-course interactive speaking tasks	1,2,3,4,5,6	Weeks 4, 7, 11

\* Note that your performance in **ALL** in-course work throughout the 12 weeks of instruction helps to inform the teachers' assessment of your learning.

Detailed information concerning each assessment item is provided in the EPP Student Handbook.

## Victoria Graduate Attributes, Programme Attributes and Course learning objectives

The English Proficiency Programme assessment tasks and graduate attributes focus on essential features of 'readiness' for study at undergraduate and postgraduate levels in alignment with the five attributes of the Victoria Graduate Profile. These five attributes are developed by students as scholars during their study at Victoria University of Wellington.

The following table shows how your programme attributes and course learning objectives are linked to the Victoria graduate profile. You can also read in your Student Handbook about opportunities to develop further attributes as 'active and engaged global citizens'.

Victoria Graduate Profile	Under- & post-graduate programmes	English Proficiency Programme Graduate Profile	Course learning objectives
1. Specialised knowledge of chosen field	←	Effective reading skills for learning specialised knowledge in the chosen academic programme	1, 2, 3, 4, 5
		Effective listening skills for learning specialised knowledge in the chosen academic programme	1, 2, 3, 4, 5
2. Well-developed skills in critical and creative thinking	←	An ability to think logically and critically using approaches required for study in a New Zealand university	2
3. Communicate complex ideas effectively	←	Effective writing skills for communicating complex ideas in the chosen academic programme	1, 2, 3, 4, 5
		Effective speaking skills for communicating complex ideas in the chosen academic programme	1, 2, 3, 4, 5, 6
4. Intellectual autonomy	←	An ability to access academic ideas and information and manage own study	7
5. Intellectual integrity	←	An understanding of the values and ethics of studying in a New Zealand university	2, 7

## Final report

At the end of the 12 week English Proficiency Programme, you will receive a written report on your English proficiency and a proficiency rating (on a 1-6 scale) for each language skill (Reading, Writing, Speaking and Listening).

## **Qualification: Certificate of Proficiency in English**

The Certificate of Proficiency in English is awarded to those who:

- (a) Fulfil the mandatory course requirements; and
- (b) Receive an award of:
  - **Merit** (a minimum of three ratings of '4' and one rating of '3'), satisfying Victoria University of Wellington's requirement for admission to undergraduate programmes, or
  - **Distinction** (a minimum of two ratings of '4' and two ratings of '5'), satisfying Victoria University of Wellington's requirement for admission to postgraduate programmes.

## **Entry to Foundation level study**

Students who receive a minimum of two ratings of '3' and two ratings of '4' satisfy Victoria University of Wellington's Foundation Studies programme's English language requirement for admission to the Certificate in Foundation Studies.

## **Submission and return of work**

In addition to the assessed work that contributes towards your final course grade, you will be given many opportunities to hand in course work that contributes to the teaching and learning activities of the course, helping you to prepare for the assessed work.

Your teacher will give you instructions (also posted on Blackboard) for submitting and collecting your class work and in-course assessment tasks.

## **Extensions and penalties**

Requests for extensions must be received before the submission deadline.

## **Penalties**

Assignments handed in after the due date will receive minimal feedback unless accompanied by a medical certificate or other evidence of exceptional circumstances. If you require an extension for good reasons, ask your teacher ahead of the date for handing in the assignment.

## Set texts

The following study themes for the course are available from Vic Books:  
[www.vicbooks.co.nz](http://www.vicbooks.co.nz).

EPP Study theme booklets (approximately \$7.00 each).

ELIN 001, Trimester 1, Learning a Language  
ELIN 001, Trimester 1, Recreation and Leisure  
ELIN 001, Trimester 1, Waste Management  
ELIN 001, Trimester 1, Migrants  
ELIN 001, Trimester 1, Crime and Punishment

ELIN Intermediate Study theme booklets (approximately \$7.00 each).

ELIN Intermediate, Independent Learning Booklet  
ELIN Intermediate, Language Learning 2  
ELIN Intermediate, Marketing, Branding and Consuming  
ELIN Intermediate, Sustainability  
ELIN Intermediate, World Population

**Do not buy study theme booklets until your class teacher tells you which ones you should buy.**

## Recommended texts

You should have a dictionary that has been published specifically for learners of English. The following dictionaries are available at Vicbooks and downtown bookshops. Before you buy a dictionary, you can ask for advice from your teacher.

Smaller dictionaries, suitable for carrying around:

Collins COBUILD Learner's Dictionary Concise Edition  
Macmillan Essential Dictionary

Larger dictionaries which include a CD ROM:

Macmillan English Dictionary for Advanced Learners  
Oxford Advanced Learner's Dictionary 7<sup>th</sup> Edition  
Longman Exams Dictionary

## Online Dictionaries

Macmillan: <http://www.macmillandictionary.com/>

Oxford: <http://oxforddictionaries.com/>

Cambridge: <http://dictionary.cambridge.org/>

Your class teacher may ask you to buy several of the following publications from Vicbooks:

Coxhead, A. (1998). *An Academic Word List*, ELI Occasional Publication No. 18. SLALS: Victoria University of Wellington.

Nation, I. S. P. (1996). *Vocabulary Lists*, ELI Occasional Publication No. 17. SLALS: Victoria University of Wellington.

Millett, S. (2005). *New Zealand Speed Readings for ESL Learners*, Book One, Occasional Publication. No.19 SLALS: Victoria University of Wellington.

- Millett, S. (2005). *New Zealand Speed Readings for ESL Learners*, Book Two, ELI, Occasional Publication. No. 22 SLALS: Victoria University of Wellington.
- Quinn, E., Nation P. & Millett, S. (2007). *Asian and Pacific Speed Readings for ESL Learners*, ELI Occasional Publication No. 24. SLALS: Victoria University of Wellington.

Your class teacher will also provide details of any other course requirements (also posted on Blackboard).

## Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:
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Enhancements made to this course, based on the feedback of previous students, will be covered during the course. Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

## Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: [www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Aegrotats: [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)
- Academic Progress: [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)
- Resolving academic issues: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Special passes: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)
- Student Contract: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)
- Victoria graduate profile: [www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)