

Academic English I: Course Syllabus

I. Basic Information

Course Code: 20220312

Course name: Academic English I

Course Category: Compulsory

Credit hours: 32

Credit: 2

Target students: Major in Business Administration

Assessment method: Closed book

Pre-requisite: N/A

II. Course Description

The course aims at developing English communication skills covering listening, speaking, reading, and writing. In particular, it emphasizes the use of these skills in meaningful communicative tasks in academic and technological contexts. The students will be engaged in a variety of learning activities that foster positive attitudes and confidence in using English. Independent learning skills will also be promoted via self-access learning modes.

III. Nature of the course and teaching objectives

1. The nature of the course:

This course is a compulsory course for business administration. The goal of this course is to measurably build on students' academic English language skills by engaging them in listening, speaking, reading, writing, and grammar learning activities that are relevant to real world encounters in university and professional workplace environments.

2. Teaching objectives:

Through the study of this course, five teaching objectives can be achieved:

- a. Identify purposes, main ideas and important details of texts on academic topics.
- b. Interact with others in order to describe ideas, opinions or give reasons.
- c. Ask and answer questions for information.
- d. Make effective presentations on topics of interest.
- e. Write simple paragraphs with clear main points and supporting details on academic topics.

f. Recognize the right academic norms to avoid academic plagiarism.

g. Firmly establish a sense of academic integrity and consciously conduct authentic academic research.

IV. Teaching contents and requirements

Week 1:

Getting started:

General academic vocabulary

1 What is special about academic English?

2 Key nouns

3 Key verbs

Week 2:

4 Key adjectives

5 Key adverbs

6 Phrasal verbs in academic English

Week 3:

7 Key quantifying expressions

8 Words with several meanings

9 Metaphors and idioms

Week 4:

Word combinations

Nouns and the words they combine with

11 Adjective and noun combinations

12 Verbs and the words they combine with

Week 5:

13 Prepositional phrases

14 Verbs and prepositions

15 Nouns and prepositions

Week 6:

16 Chunks: useful phrases

17 Abbreviations and affixes Academic life

18 Applications and application forms

Week 7:

19 The social and academic environment

20 Academic courses

21 E-learning

Week 8:

22 Study habits and skills

23 Money and education

Planning and starting work

24 Identifying goals 56

Week 9:

25 Planning a piece of work

26 Describing methods

27 Using sources

Thinking and interacting

Week 10:

28 Analysing data 64

29 Talking about ideas 66

30 Reporting what others say 68

Week 11:

31 Talking about meaning 70

32 Talking about points of view

Ways of talking about ...

33 Numbers 74

Week 12:

34 Statistics 76

35 Graphs and diagrams 78

36 Time 80

Week 13:

37 Cause and effect 82

38 Classifying 84

Organising and presenting ideas

39 Structuring an argument 86

Week 14:

40 Organising your writing 88

41 Processes and procedures 90

42 Facts, evidence and data 92

Week 15:

43 Making connections 94

44 Describing problems 96

45 Describing situations 98

Week 16:

46 Comparing and contrasting 100

47 Evaluation and emphasis 102

48 Describing change 104

V. Allocation of teaching hours by session

	Lecture	Exercise	Discussion	Experiment	Internship	Others	Total
Week 1	1					1	2
Week 2	1		1				2
Week 3	1		1				2
Week 4	1	1					2
Week 5	1					1	2

Week 6	1		1				2
Week 7	1	1					2
Week 8	1		1				2
Week 9	1	1					2
Week 10	1		1				2
Week 11	1					1	2
Week 12	1		1				2
Week 13	1	1					
Week 14	1		1				
Week 15	1					1	
Week 16	1					1	
Total	16	4	7			5	32

VI. Course Assessment

(i) Assessment Method: Examination

(ii) Composition of grades

Classroom performance score ratio: 50% Final exam score ratio: 50%

(iii) Achievement assessment criteria

The class contact is 2 periods per week and each student should also have about 4 hours per week for doing self-study and revision. For each semester, the student must attend the class for more than 80%. Students who miss more than 20% of the class time would get an Fa, and will not be allowed to take the final exam.

In class, students are required to actively participate in all the course activities and perform all the course components. They are also expected to be an active learner who are fully responsible for their own English and academic skill development.

assessment criteria

Score	Description
85 up	<ol style="list-style-type: none"> 1. Perform excellently in all course components. 2. Understand written and spoken texts especially the language studied in the course very well. 3. Communicate with other people confidently, appropriately, fluently and accurately without communication problems.

80-84	<ol style="list-style-type: none"> 1. Perform well in all course components. 2. Understand written and spoken texts especially the language studied in the course well. 3. Communicate with other people rather confidently, appropriately, fluently and accurately with only few difficulties.
75-79	<ol style="list-style-type: none"> 1. Perform fairly well in all course components. 2. Show good understanding of written and spoken texts especially the language studied in the course. 3. Communicate with other people rather confidently, appropriately, fluently and accurately with few difficulties.
70-74	<ol style="list-style-type: none"> 1. Perform fairly in all course components. 2. Show adequate understanding of written and spoken texts especially the language studied in the course. 3. Communicate with other people rather confidently, appropriately and fluently but may have some language difficulties.
65-69	<ol style="list-style-type: none"> 1. Perform poorly in some course components. 2. Show some understanding of written and spoken texts especially the language studied in the course. 3. Communicate with a limited bank of words and expressions needed for basic communication. Show reluctance and some communication problems.

VII. Recommended Textbooks and Reference Materials

<https://academic-englishuk.com/free/>

Michael McCarthy, Felicity O'Dell Vocabulary in Use Vocabulary reference and practice Self-study and classroom use (Second Edition), CAMBRIDGE UNIVERSITY PRESS

Wisniewska, I., Riggensbach, H., & Samuda, V. (2007). Grammar dimensions 2: Form, meaning, and use. (4th ed.). Boston

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