



School of Linguistics and Applied Language Studies CertTESOL Programme

Course Outline

ELIN 801 Introduction to Language Teaching Trimester 3, 2006

1. Course Coordinator: David Hirsh

2. Teaching Staff:

David Hirsh
VZ305
Ext. 5618
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<http://www.vuw.ac.nz/lals>

Prue Walker
VZ312
Ext. 8781
Office hours: see office door
Email: prudence.walker@vuw.ac.nz
<http://www.vuw.ac.nz/lals>

3. Class times and rooms:

**Mondays and Wednesdays, 3.10–5.00pm
24KP, Room 201**

4. Announcements:

Any changes to class time will be announced in class or posted on the CertTESOL notice board in the corridor beside the kitchen on the third floor of von Zedlitz Building.

5. LALS main office:

VZ210, 2nd floor Von Zedlitz Building, Kelburn Parade

6. ELIN 801 Course Administrator:

Jane Dudley, Postgraduate administration
Tel: 463-5600 jane.dudley@vuw.ac.nz

7. Aims:

The paper "Introduction to Language Teaching" aims to introduce course members to the planning and implementation of appropriate classroom teaching activities. It also addresses issues in managing classrooms for effective second language learning.

8. Objectives:

By the end of ELIN 801, course members should be able to:

- 1 plan lessons that are suitable for a group of second language learners;
- 2 outline the features and benefits of specific language activities;
- 3 suggest solutions to issues frequently encountered in managing second language classrooms;
- 4 answer action research questions directed at monitoring specific teaching and learning activities.

9. Content:

The topics that we will be studying are as follows:

Week one (13, 15 November)	Principles of language teaching Day one in class
Week two (20, 22 November)	Vocabulary
Week three (27, 29 November)	Listening
Week four (4, 6 December)	
Week five (11, 13 December)	Speaking
Week six (18, 20 December)	

Week seven (January 3)	Classroom management
Week eight (8, 10 January)	Reading
Week nine (15, 17 January)	
Week ten (24 January)	Writing
Week eleven (29, 31 January)	
Week twelve (5, 7 February)	Principles of assessment

Within the various topics, an emphasis will be given to integrating language skills, as well as exploring ways to focus on pronunciation, grammar and usage.

10. Texts:

Required:

Nation, I.S.P. CertTESOL 2006 - Language Teaching Techniques: a Book for Beginning Language Teachers. Course notes, VUW

Recommended:

Harmer, J. 1998. How to Teach English: An introduction to the practice of English language teaching. Harlow, Essex: Longman

Nuttall, C. 1996. Teaching Reading Skills in a Foreign Language. Chicago: Heinemann
English Language Teaching
Raimes, A. 1983. Techniques in Teaching Writing. Oxford: Oxford University Press

Course members are expected to read widely in journals such as: *English Teaching Forum*, *Modern English Teacher* and *Guidelines*. See the CertTESOL Handbook for an extensive journal list.

11. Assessment:

This course will be examined by internal assessment. The final grade for ELIN 801 will be based on two assignments (30% and 40%) and a test (30%). The assessment schedule appears below.

Assignment 1 (30%)	Due: Friday 15 December, 4.30pm
Assignment 2 (40%)	Due: Friday 26 January, 4.30pm
Test (30%)	Friday 9 February, 10.00am–12.00noon

The assignments require course members to apply what they have learned in class and through independent reading to a practical situation of their choice. The assignment would normally be between 1,500 and 2,000 words long. The assignment topics are designed to reflect the course objectives outlined on page 2. If you find that you need an extension, you must get permission from the course coordinator before the due date. Refer to the CertTESOL Handbook for information about the presentation and assessment of assignments.

N.B. Note that if no work is submitted for assessment before the last three weeks of teaching, there will be nothing on which to base an aegrotat consideration.

Disabilities

The university has a policy of reasonable accommodation of the needs of students who have disabilities, especially in relation to assessment procedures. If you have a disability, please discuss your needs with the course coordinator as early as possible.

Assignment topics

You need to do two assignments for the course from the following lists of topics. Assignments would normally be between 1,500 and 2,000 words long.

Assignment 1 (due 15 December)

Do one of the following assignments. You may do some other topic but discuss it with the course coordinator first. Length: 1,500-2,000 words.

- 1 Plan a lesson focusing on listening and/or speaking.
- 2 Prepare, trial and report on a language teaching activity designed to improve listening or speaking.
- 3 Choose one strand of a course and describe the activities you will use in it and how you will monitor learners' progress.

Assignment 2 (due 26 January)

Do one of the following assignments. You may do some other topic but discuss it with the course coordinator first. Length: 1,500-2,000 words.

- 1 Plan a lesson that focuses on intensive reading or writing.
- 2 Prepare, trial and report on a language teaching activity designed to improve writing.
- 3 Describe three related activities that you might use to help the grammatical development of learners. Discuss the purpose of each activity.

The class test (held on 9 February, 10.00am–12noon)

The test for ELIN 801 will be held in three parts: activity goals (30%), material preparation (30%) and short answer (40%). More information about the content of the class test will be provided to students during the course.

12. 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 a bereavement), you must get explicit permission to hand work in late before the due date from the course coordinator. Work handed in late without prior permission to do so may not be eligible for assessment.

13. Relationship between assessment and course objectives:

The knowledge and skills outlined in the course objectives will be assessed in the two course assignments and the final exam.

14. Workload:

In addition to the 4 class contact hours per week during the course, you are expected to spend 10-12 hours each week on reading, assignments and the final exam preparation.

15. Mandatory Course Requirements:

To receive a final grade for this course, you need to meet the following requirements:

- attend all classes (except when excused for reasons of health or bereavement)
- complete two assignments
- complete the final exam

You will not fulfil the requirements if you miss more than two classes.

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 available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student and staff conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

www.vuw.ac.nz/policy/studentconduct

The Policy on Staff Conduct can be found on the VUW website at:

Academic grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at:

www.vuw.ac.nz/policy/academicgrievances

Academic integrity and plagiarism

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

www.vuw.ac.nz/home/studying/plagiarism.html

Students with Impairments (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

telephone: 463-6070

email: disability@vuw.ac.nz

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of

Humanities and Social Sciences the support contact is **Dr Allison Kirkman, Murphy Building, room 407**. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at:

www.vuw.ac.nz/st_services/

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at education@vuwsa.org.nz) is located on the ground floor, Student Union Building.