



## School of Linguistics and Applied Language Studies Course Outline

### ELIN 804, Description of English Trimester 2, 2007

#### 1. Course Coordinator:

**Dr. John Macalister**

VZ 203

Ext. 5609

Email: [john.macalister@vuw.ac.nz](mailto:john.macalister@vuw.ac.nz)

<http://www.vuw.ac.nz/lals>

#### 2. Staff:

##### Tutors

**Dr. Alastair Ker** (first half)

VZ 310

Ext. 5623

Email: [alastair.ker@vuw.ac.nz](mailto:alastair.ker@vuw.ac.nz)

**Kieran File** (second half)

VZ 202

Ext. 5632

Email: [kieran.file@vuw.ac.nz](mailto:kieran.file@vuw.ac.nz)

**Jim Dickie** (applied issues)

VZ 202

Ext. 5632

#### 3. Class times and rooms:

##### Tutorials/Workshops:

You will have two workshops each week, Monday and Wednesday 10-11 a.m. in MY 404. These times may change in the second half of the course.

Jim Dickie will also run a workshop on Fridays, 9-11 a.m., MY 404.

You should continue to see Ruth Davidson-Toumu'a or Kirsten Dunbar at SLSS for further help and advice with aspects of your academic writing.

#### 4. Announcements:

Noticeboards are in the corridor of VZ Level 2.

Any changes to the organization of the course, or its requirements, will be communicated to you via email.

**5. LALS main office:** VZ210, 2<sup>nd</sup> floor Von Zedlitz Building, Kelburn Parade

#### 6. ELIN 804 Course Administrator:

Rachel Scholes, Postgraduate administration  
Tel: 463-5600

**Web contact:** [www.blackboard.vuw.ac.nz](http://www.blackboard.vuw.ac.nz)

#### 7. Aims:

The course aims to help teachers become familiar with the major linguistic systems used in English. It focuses on those aspects of the language which are pedagogically important because they are frequently used, or are difficult for learners. The course looks at English both from a formal "grammatical" perspective as well as considering how English is used to serve particular semantic functions. Learning English involves more than mastering the sounds, words and word order of the language. Learners have to be able to **use** the systems of phonology, vocabulary and grammar effectively to perform communicative acts and to construct and interpret texts. The major formal and functional systems of English covered in the course are:

- a The system of sounds (phonology)
- b The system of word forms (morphology and vocabulary)
- c The system of word order (syntax)
- d The system of use (discourse)

#### 8. Objectives:

The course is a description of English for teachers of English. Although it is not possible to attempt to cover all aspects of the language in a single trimester, students should, by the end of the course:

- 1 Have acquired knowledge of a pedagogically-relevant description of English
- 2 Be able to identify and analyse pedagogically-significant features of English texts
- 3 Be able to make rational evaluations of course materials and to decide where changes in the language content of those materials need to be made
- 4 Be able to make sensible, justifiable decisions when planning the content of courses
- 5 Know how to plan and carry out remedial activities for learners of English
- 6 Have a clearer understanding of the goals of language learning and the nature and scope of the task facing learners.

Specific learning objectives are listed in the course textbook.

Assignments and three tests will assess whether these objectives have been met.

## 9. Content:

ELIN 804 is essential background knowledge for English language teachers. However, ELIN 804 also represents a lot of work (around 20 hours per week including class time). You will need to do quite a lot of reading and study outside class hours and it is a good idea to do this from the beginning of the course. It is important that you keep up with the practice exercises set in the workshops so that you benefit from the follow-up discussions.

### Provisional schedule

Wk 1	July 9-13	Chapter 3 - Simple sentences
Wk 2	July 16-20	Chapter 4 - Nouns and noun phrases
Wk3	July23-27	Chapter 5 - Verbs and verb phrases
Wk4	July30-Aug 3	Verbs and verb phrases continued
Wk5	Aug 6-10	Chapter 6 – Modification
Wk6	Aug 13-17	Chapter 7 – Beyond the simple sentence Weds Aug 15 – Grammar test <b>Assignment One due Friday 17 Aug</b>
Break		
Wk7	Sept 3-7	Chapter 1- Phonology
Wk8	Sept 10-14	Chapter 1- Phonology
Wk9	Sept 17-21	Chapter 2 - Words and meanings <b>Assignment Two due Friday 21 Sept</b>
Wk10	Sept 24-28	Words and meanings continued Weds Sept 26 – Word functions and meanings test
Wk11	Oct 1-5	Chapter 8 – Language in use
Wk12	Oct 8-12	Chapter 8 continued Weds Oct 10 – Discourse test <b>Assignment 3 due Monday 15 Oct</b>

## 10. Texts:

### Required

Graeme Kennedy. 2003. *Structure and Meaning in English: A Guide for Teachers*. Harlow: Pearson Education

### Recommended

J. D. O'Connor. 1980. *Better English Pronunciation*. Cambridge: Cambridge University Press [3-day loan] [Accompanying audiotapes can be listened to in the Language Learning Centre, VZ Level 0]

I. S. P. Nation. 2001. *Learning Vocabulary in Another Language*. Cambridge: Cambridge University Press [3-day loan]

M. McCarthy. 1991. *Discourse Analysis for Language Teachers*. Cambridge: Cambridge University Press [3-day loan]

I. S. P. Nation. 1996. *Vocabulary Lists*. ELI Occasional Publication No.17 [Available from the Student Notes Distribution Centre]

Swan, M. 2005. *Practical English Usage*. 3rd ed. Oxford : Oxford University Press.

Scott Thornbury. 1999. *How to Teach Grammar*. Longman [3-day loan]

### **Any other relevant material/equipment**

**VicBooks** has two locations - Student Union Building on Kelburn Campus and Rutherford House on Pipitea Campus (which stocks textbooks for Law and Commerce only). They distribute student notes (for Law (all stages) and Commerce from stage 2 upwards only) from the Pipitea shop and the student notes shop on the ground floor of the Student Union Building.

Customers can order textbooks and student notes online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz) or can email an order or enquiry to [enquiries@vicbooks.co.nz](mailto:enquiries@vicbooks.co.nz) They can courier books to customers or they can be picked up from either shop the day after placing an order online.

They can be contacted by telephone  
Kelburn 463 5515  
Pipitea 463 6160

Opening hours  
8am - 6pm Mon - Fri (during term time - they close at 5pm in the holidays)  
10am - 1pm Saturday

## **11. Assessment:**

Assessment of the course is by three assignments, and three short tests.

1	Assignment 1: Grammar	(17 August)	(30%)
2	Assignment 2: Phonology	(21 September)	(20%)
3	Assignment 3: Vocabulary or Discourse	(15 October)	(30%)

Assignment topics will be handed out at the beginning of the course. Details of word limits for each piece of assessment will be included in this handout. As a guide, the assignments should each be about 1200-1500 words.

The tests will cover grammar (10%) (Week 6), word functions and meanings (5%) (Week 10), and discourse (5%) (Week 12).

**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.

### **Submitting assignments and tasks**

#### General guidelines

- Set margins to at least 2.5 cm
- Set line spacing to 1.5
- Set font size of 12 point
- Include page numbers
- Include a title page which shows the course number and name, your name, the course lecturer, the title of the assignment, and the date the assignment is due

- Provide a word count at the end of the assignment (not including the Reference section)

#### Hard copy submissions

- Type on one side of A4 paper
- Staple pages together
- Avoid presenting assignments in bulky folders or sleeves unless necessary
- Avoid inserting individual pages in clearfile sleeves

#### **12. Penalties:**

The statement on deadlines in the DipTESOL/GDipArts TESOL Handbook applies to this course. There is no formal penalty for missing the deadline for submitting the assignments, but you must get permission in advance if you find that you have to hand work in late. *Lecturers reserve the right not to accept an assignment that is submitted after the deadline without prior permission.*

#### **13. Relationship between assessment and course objectives:**

The aim of the assignments is to get course members to apply to practical situations what they have learned from classes and reading in the areas of phonology, grammar, vocabulary and discourse, and to demonstrate that they have acquired knowledge about English in these areas relevant for the learning and teaching of English.

#### **14. Workload:**

Course members are expected to spend around 20 hours a week on ELIN 804 (including the four class hours). The course also requires a considerable amount of independent work, although course members are also encouraged to study co-operatively by forming study and discussion groups and sharing ideas and resources with one another. Course members must prepare for classes by completing set readings and activities in advance of the classes.

#### **15. Mandatory Course Requirements (Terms):**

To meet Mandatory Course Requirements for ELIN 804, all assignments must be submitted, and you must sit the tests.

#### **16. Attendance:**

You should attend all workshops, and make arrangements to catch up on any work you miss due to illness or bereavement.

#### **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](http://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](http://www.vuw.ac.nz/policy/studentconduct).

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

[www.vuw.ac.nz/policy/staffconduct](http://www.vuw.ac.nz/policy/staffconduct)

### 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](http://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](http://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](mailto:disability@vuw.ac.nz)

The School's Disability Liaison Person for 2006 is Dr Dianne Bardsley, ext 5644, email [Dianne.Bardsley@vuw.ac.nz](mailto:Dianne.Bardsley@vuw.ac.nz).

### 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](mailto: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/](http://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](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.