



## School of Linguistics and Applied Language Studies Course Outline

Graduate Certificate in Teaching English to Speakers of Other Languages  
(CertTESOL)

### ELIN 801, Introduction to Language Teaching, Trimester 3, 2007

#### 1. Course Co-ordinator:

**Paul Nation**  
VZ317  
Ext.: 5628  
Email: [paul.nation@vuw.ac.nz](mailto:paul.nation@vuw.ac.nz)  
<http://www.victoria.ac.nz/lals>

#### 2. Staff:

**Jim Dickie**  
VZ202  
Ext.: 5632  
<http://www.victoria.ac.nz/lals>

**Jill Musgrave**  
VZ308  
Ext.: 5618  
Email: [jill.musgrave@vuw.ac.nz](mailto:jill.musgrave@vuw.ac.nz)  
<http://www.victoria.ac.nz/lals>

#### 3. Class times and rooms:

**Dates of Course:** Monday, 12 November 2007 to Friday, 8 February 2008.  
**Times:** Monday and Wednesday 3.10pm – 5.00pm  
**Room:** 24KP, Room 201

#### 4. Announcements:

Any changes to classes will be announced in class or posted on the CertTESOL noticeboard in the corridor outside VZ206.

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

## 6. Course Administrator:

Rachel Scholes, Postgraduate administration Tel: 463 5600, Fax: 463 5604  
[Rachel.Scholes@vuw.ac.nz](mailto:Rachel.Scholes@vuw.ac.nz)

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

## 7. Course Content

ELIN 801 is composed of two modules, Reading and Writing (taught by Jim Dickie) and Listening, Speaking and Classroom Management (taught by Paul Nation). The topics that we will be studying are as follows.

### Module 1: Planning a reading writing lesson (Jim Dickie)

Week 1 (12, 14 November)	<b>Understanding second language classrooms</b> Types of Language activities
Week 2 (19, 21 November)	<b>Improving reading proficiency</b> Guided reading
Week 3 (26, 28 November)	Extensive reading
Week 4 (3, 5 December)	<b>Assisting writing development</b> Providing guidance
Week 5 (10, 12 December)	<b>Increasing writing opportunities</b> Giving feedback
Week 6 (17, 19 December)	<b>Assessing literacy development</b> Recording accomplishments

### Module 2: Planning listening and speaking lessons and classroom management (Paul Nation)

Week 1 (7, 9 January)	Listening and speaking
Week 2 and 3 (14, 16, 23 January)	Listening and speaking
Week 4 (28, 30 January)	Vocabulary development
Week 5 (4 February)	Lesson planning and the work of a language teacher

Within the various topics, an emphasis will be given to integrating language skills, as well as helping students with grammar and vocabulary.

## 8. 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.

## 9. 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

## 10. Expected workload:

You should expect to spend an average of at least 20 hours per week on coursework. This includes preparing for and attending classes, preparing for and carrying out assigned observation and practice teaching experiences, and doing work for assessment.

## 11. Readings:

### Set Texts:

*ELIN 801 Cert TESOL-2007 Language Teaching Techniques: A Book for Beginning Language Teachers.*

(available from University Notes Distribution Centre for \$9.68)

J. Harmer (2007) *How to Teach English*. Harlow: Longman.

(available from Victoria Book Centre for \$69.95)

Course members are expected to read widely in journals such as *ELT Journal*, *TESOL Journal*, *Guidelines*, *English Teaching Forum* (also available at <http://exchanges.state.gov/forum/>), *Modern English Teacher*, *TESOL Quarterly* and *Applied Linguistics*.

**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)

We can courier books to customers or they can be picked up from either shop the day after placing an order online.

We can be contacted by telephone

Kelburn 463 5515

Pipitea 4636160

Opening hours

8am - 6pm Mon - Fri (during term time - we close at 5pm in the holidays)

10am - 1pm Saturday

## 12. Assessment requirements:

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: 19 December, 2007
Assignment 2 (40%)	Due: 4 February, 2008
Test (30%)	Friday 8 February, 2008; HM LT001 10am – 12noon

The **assignments** require course members to apply what they have learned in classes and through independent study 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 1. Refer to the Cert TESOL Handbook for information about the presentation and assessment of assignments.

The **test** aims to measure course members' ability to deal with practical decisions of lesson planning, materials preparation and problem solving. It is expected that these decisions will be approached in a systematic way drawing to some extent on material covered in the course.

### 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

## 13. Penalties:

No specific penalty will be imposed if an assignment is submitted after the deadline. However, if you have very good reason for asking for an extension, you must get permission from the course co-ordinator before the due date.

## 14. Mandatory Course Requirements:

Course members are required to attend at least 90% of the ELIN 801 classes and complete the test and two assignments.

## 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 on the VUW website at

<http://www.victoria.ac.nz/home/study/calendar.aspx>

## 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 queries 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.victoria.ac.nz/home/about/policy/students.aspx](http://www.victoria.ac.nz/home/about/policy/students.aspx)

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

[www.victoria.ac.nz/home/about/policy/staff.aspx](http://www.victoria.ac.nz/home/about/policy/staff.aspx)

## 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; the VUWSA Education Coordinator is 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.victoria.ac.nz/home/about/policy/students.aspx](http://www.victoria.ac.nz/home/about/policy/students.aspx)

## 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. All cases will be recorded on a central database and severe penalties may be imposed. 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.victoria.ac.nz/home/study/plagiarism.aspx](http://www.victoria.ac.nz/home/study/plagiarism.aspx)

### **Students with Impairments**

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 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. 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.victoria.ac.nz/st\\_services/](http://www.victoria.ac.nz/st_services/)

VUWSA employs an Education Coordinator who deals with academic problems and provides 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.