

J. F. Oberlin University

ELP

Foundation English

**Level 1
Eigo IIA/IIB**

2007 Autumn

Instructor Notes

Autumn 2007 Level 1 Overview

ELP Foundation English Level 1 consists of two courses, Eigo IIA Listening and Speaking and Eigo IIB Reading and Writing. Each course meets for two 90-minute lessons per week, totaling 4 koma per week of Foundation English.

Although each of the two courses has a specific focus, all four skills (listening, speaking, reading and writing) should be addressed in each course.

The Listening and Speaking course will use *English Firsthand Success* (Longman) for both spring and autumn terms. Additional resources are available online at: www.efcafe.com

As part of this course students will keep a vocabulary notebook for both terms.

The reading textbook will be *Totally True 1* (Oxford) for both spring and autumn terms. Unit tests are available online at: www.oup.com/elt/teacher/totallytrue.

There is no designated textbook for writing. Writing materials have been prepared and are available on line from OEKS elpweb.com/materials and in the level binder. Instructors are free to use other writing materials provided the writing goals are met and assessments done as outlined in these notes. As part of the writing class, students will keep a journal notebook for both terms.

Additional materials

Instructors are able to upload and download supplementary materials related to Level 1 from OEKS elpweb.com/materials. Student self-study materials are available on the ELP web resource site.

Dictionary

Students of Level 1 should have a dictionary with them for each lesson. However, it is up to each student to choose the type of dictionary to use.

Re-Orientation

In the first lesson of Eigo IIA and Eigo IIB in the autumn term, instructors should remind all students to have all course materials ready. The Level 1 materials includes:

1. *English Firsthand Success*
2. *Totally True 1*
3. One B5 notebook (for both journal and vocabulary)

Instructors should allow some time to re-familiarize students with the Student Handbook, ELP policies, and introduce student notes and assessment information for the specific course.

TOEIC® Bridge IP Test

All Foundation English students will take TOEIC® Bridge IP Test during the week of December 4th to 8th. This will be in an Eigo II B (Reading and Writing) class. The test costs 1600 yen. The Eigo IIB teacher will collect the money from the students, as well as administer and proctor the test.

Foreign Language Study Center (FLSC)

The FLSC is open to students from Monday to Friday (hours to be announced). Resources consist of 27 PCs connected to the Internet; an extensive collection of readers (graded, and ungraded); and more than 200 DVDs. Students can drop in any time for independent study. Students can borrow books for 2 weeks - after which they must be returned, or renewed. Students can't borrow DVDs, but they can watch them in the FLSC, on a PC or on a large screen TV. After a student watches a DVD they are required to write a short comment/review about the film on the FLSC movies web site.

ELP web

The elpweb Resources site (elpweb.com/resources) contains level specific information and activities, and also resources aimed at improving students' general English skills. Please make your students aware of the resources on this site, by showing them the site on a computer in the classroom, or by taking them to the FLSC. A password is required to access the site, and this can be found in the Student Handbook.

Please remember that the Resources site is aimed at students, whereas OEKS is for teacher-to-teacher communication.

Student Responsibilities

Please take some time in the beginning of the term to explain these responsibilities to the students:

- attend classes
- prepare for assessments, tests and exams
- finish and submit all assignments on time

Instructor Responsibilities

- cover and review necessary textbook units for tests and exams
- administer, mark, and record tests and exams results
- enter grades onto gradesheet as soon as possible
- announce dates to collect vocabulary notebook and journal early to students
- writing teachers should keep a record of students' progress with the paragraphs
- liaise with each other for participation grades and B5 notebook collection date

We have tried to ensure that everything goes smoothly, we ask for your understanding if there are any problems. Please contact Level 1 Coordinator, Lisa Li, Deborah Bollinger, Damon Brewster, or Richard Hawking, and if you have any questions or comments about this level. Best wishes!

Total Assessments Autumn 2007 Level 1

Eigo IIA – Listening and Speaking				
Speaking Task 1 Pair-interview	Speaking Task 2 Mini- presentation	Vocabulary Notebook	Participation	Final Exam
25%	25%	20%	10%	20%
<ul style="list-style-type: none"> • Pair activity • 4 minutes each (Textbook: Unit 7) 	<ul style="list-style-type: none"> • Individual work • 3 minutes (Textbook: Unit 11) 	30 words and sentences minimum	<ul style="list-style-type: none"> • Speaking English • Participation • Behavior 	<ul style="list-style-type: none"> • Listening • Vocabulary • Grammar

Eigo IIB – Reading and Writing						
Paragraph 1	Paragraph 2	Paragraph 3	Journal	Reading Test 1	Participation	Reading Test 2 (Final Exam)
10%	10%	10%	20%	20%	10%	20%
Narrative: a summer vacation	Narrative: a high school trip	Descriptive: plans for the weekend	10 double- spaced pages	Textbook Units 10- 13	<ul style="list-style-type: none"> • Speaking in English • Participation • Behavior 	Textbook Units 14- 17

Schedules Autumn 2007 Level 1

Eigo IIA – Listening and Speaking

Lesson	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Plan	Class re-orientation. ELP policies, Student Handbook, Assessments														
Assessments															

The suggested order of units in *English Firsthand Success* is 7, 8, 11, 10, 12

(Note: Unit 9 is optional.)

Please fill in the following items that best fit your class schedule

- Speaking Task 1 “Pair Interview”
- Speaking Task 2 “Mini-Presentation”
- Participation grade feedback
- Final Exam
- Vocabulary notebook collection date (Please liaise with Eigo IIB teacher)
- Final grade feedback (end-of-term)

Schedules Autumn 2007 Level 1

Eigo IIB – Reading and Writing

Lesson	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Plan	Class re-orientation. ELP policies, Student Handbook, Assessments	Paragraph Writing 1 (3-week cycle)			Paragraph Writing 2 (3-week cycle)			Paragraph Writing 3 (3-week cycle)							
Assessments															

Please fill in the following items that best fit your class schedule:

- Reading Test 1
- Paragraph 1 due date
- Paragraph 2 due date
- Paragraph 3 due date
- Participation grade feedback
- Reading Test 2 [Final Exam]
- Journal notebook collection date (Please liaise with Eigo IIA teacher)
- Final grade feedback (end-of-term)

Important Information Regarding Schedules for Autumn 2007 Level 1

Please be aware that autumn term has some scheduling difficulties. Therefore, please read the information below carefully and plan your lessons accordingly.

Monday instructors:

You have a total of 14 lessons, but there is only 1 lesson in January. Please note December 24th is a regular school day.

Tuesday instructors:

You have a total of 15 lessons. There are 3 lessons in January.

Wednesday instructors:

You have a total of 15 lessons. There are 2 lessons in January.

Thursday instructors:

You have a total of 14 lessons. There are 2 lessons in January.

Friday instructors:

Please note you only have a total of 13 lessons. There are 2 lessons in January.

Eigo IIA - Listening and Speaking

Outline

This course meets for two 90-minute lessons per week. Instructors should feel free to address all four skill areas in these lessons – listening, speaking, reading, and writing, but the main focus should be on listening and speaking.

Goals

The goals of this course are to build on the students' foundation of English lexis and grammar, and to practice and develop the use of English as a tool for communication.

Textbook

The textbook is *English Firsthand Success* (Longman). The student text comes with a self-study CD. Classroom CDs that accompany the textbook will be available.

Please note:

Units 7, 8, 10, 11, and 12 will be covered in the autumn term. Unit 9 is optional.

Final Exam will cover only unit 7, 8, and 11.

Assessed Speaking Tasks [50%]

(More information about these tasks are available in the level binder and from OEKS elpweb.com/materials.)

Speaking task 1 “Pair Interview” [25%]

The task:

One student talks about what s/he did during summer vacation, and his/her partner asks questions to find out more information. Then they switch roles, for a total of about 8 minutes. This task is connected to Unit 7 of the textbook.

Possible topics:

Students might talk about taking a trip, visiting grandparents, working at a part-time job, going to the beach/mountains, getting a driver's license, going camping/fishing, going to a festival, participating in a club activity, etc. There are worksheets to help students prepare and an example interview on a DVD with worksheets.

Note:

- Keeping the conversation going is the key.
- Students should be prepared to talk about two or three different things they did during the vacation.
- It's important during preparation that teachers give guidance on the types of questions they can use during the interview.

Speaking task 2 “Mini Presentation” [25%]

The task:

Students have to prepare a short presentation of around 3 minutes, in which they teach the class the dos and don'ts of a particular topic using the target structures from Unit 11 of the textbook. They will be expected to use some sort of visual aid and ask the class two questions to check for understanding. Students will often choose a topic that others already know about, but the emphasis should be on how to do it better, or tips that people may not know.

Possible topics:

The choice of topic is at the teacher's discretion. There are worksheets to help students prepare and two example speeches on a DVD with worksheets.

- Please Note: Rubrics for both Listening and Speaking tasks will be available in the Level 1 binder.

Final Exam [20%]

The final exam must be done on the days to be announced and during the end of the term. Instructors need to cover Units 7, 8 and 11 for the final exam. It will include listening, vocabulary and grammar sections.

Vocabulary notebook [20%]

30 words total minimum in the front of the B5 notebook.

Instructors should give time in class each week for vocabulary writing. Please note the words can come from any source.

Participation Grade [10%]

The purpose of the Participation Grade is to support the goals of the course. Specifically, the Participation Grade has been sub-divided into, “English Use”, “Classroom Participation”, and “Classroom Behavior”. To ensure the Participation Grade encourages students to meet the course goals, it is important that learners receive updates on their Participation Grade progress during the semester. To facilitate this process, handouts will be available to give to students. Learners should review their own performance, and get feedback from their teacher. The Participation Grade should not simply be used as reward or punishment that is only introduced at the end of the semester.

Eigo IIB – Reading and Writing

Outline

This course meets for two 90-minute lessons per week: one lesson for reading and one lesson for writing. Instructors should feel free to address all four skill areas in these lessons – listening, speaking, reading and writing, but the main focus should be on reading and writing.

Goals

The goal for reading is to build on the students' foundation of English lexis and grammar, and to develop reading skills. The goal for writing is to help students write well-organized narrative and descriptive paragraphs, to practice how to edit and revise their paragraphs, and to be able to recognize basic correction symbols.

Reading

Textbook

The textbook is *Totally True 1* (Oxford). Units 10-18 will be covered in the autumn term. The first two pages of each unit must be covered because the material on those pages will be tested. The accompanying CD for the textbook will be available for instructors.

Reading tests

Reading Test 1 [20%]

Instructors need to cover units 10-13 for this test. The test will be available in the level binder.

Reading Test 2 (Final Exam) [20%]

Instructors need to cover units 14-17 for this exam. The test will be available in the level binder. (Unit 18 is optional.)

*** *Graded Readers***

If you feel you have a high level class of students who are in need of extra reading practice, please encourage them to borrow graded readers.

Writing

There is no assigned textbook. Worksheets, lesson plans, instructions and grading rubrics will be available in the level binder and from OEKS elpweb.com/materials.

Paragraph writing

[Three paragraphs, each 10%]

In the autumn term, students are required to write 3 paragraphs on 3 different topics. Instructors feel free to choose from the following paragraphs. It is also up to the instructor if she or he wants to use other writing materials to supplement this assessment.

Worksheets designed for writing these paragraphs are available in the level binder and from OEKS elpweb.com/materials. Additionally, instructors should feel free to bring in other appropriate materials to supplement the provided worksheets.

It is suggested that each paragraph be completed in a 3-week cycle, which consists of the following steps:

- 1) students brainstorming ideas
- 2) organizing ideas into sentences
- 3) paragraph writing
- 4) peer editing
- 5) paragraph revision

Instructors should introduce basic correction symbols, and students should learn to recognize and practice using the symbols when peer editing and revising. Self-editing and peer editing should be encouraged and practiced. Instructors should record a grade for each paragraph at the end of each 3-week cycle.

These are the suggested paragraphs:

Paragraph #1: A Summer Vacation (3-week cycle)

Paragraph #2: A High School Trip (3-week cycle)

Paragraph #3: Plans for the Weekend (3-week cycle)

Paragraph #4: Plans for the Future (This is optional and could be used instead of the other paragraphs, or for a higher level class, in addition to them.)

• Alternative worksheets:

A set of alternative worksheets will be available in the Level 1 binder, which provide models for two-paragraph writings. These are optional and could be used instead of, or in addition to, the one-paragraph writing activities.

Journal

10 double-spaced pages in the back of the B5 notebook. [20%]

Instructors should give students time in class to write in their journals.

Here is a list of possible topics for the autumn term:

Ideas from *English Firsthand 1*:

My summer

My dream job

An evening plan for my teacher

My favorite entertainment

Predictions for myself

Shopping

Ideas from *Totally True 1*:

Cooking

Winning the lottery

My favorite animal

Others:

Obirin University festival

Christmas in Japan

New Year celebrations in Japan

First year at Obirin University

Participation Grade

The purpose of the Participation Grade is to support the goals of the course. Specifically, the Participation Grade has been sub-divided into, "English Use", "Classroom Participation", and "Classroom Behavior". To ensure the Participation Grade encourages students to meet the course goals, it is important that learners receive updates on their Participation Grade progress during the semester. To facilitate this process, handouts will be available to give to students. Learners should review their own performance, and get feedback from their teacher. The Participation Grade should not simply be used as reward/punishment that is only introduced at the end of the semester.

If two teachers are teaching Reading and Writing, please work together to jointly decide the Participation Grade.