

Oral English 2 / Fall 2013-2014

English Department, Aoyama Gakuin University

Course Outline:

The second part of this course will help students develop their English communication skills through pair and group work with an emphasis on listening skills. Students will learn a variety of listening strategies through weekly in-class lessons. They will then have to use these strategies to listen to and report on online language learning websites.

This course will also strengthen students' presentation skills. Students will learn about presentation structure and expressions, body language and gestures, and how to use visual aids effectively. They will have to use these skills to complete a group project on a cross-cultural issue. Students will also participate in weekly speed discussion activities on 5-6 designated topics to improve their speaking fluency and opinion giving skills. Finally, students will complete weekly blog posting activities to help them improve their writing fluency and acquire vocabulary.

- Goals:
1. to improve students' confidence in using English for communication
 2. to improve students' speaking, reading, listening and writing skills
 3. to help students become independent learners through project work
 4. to provide students with examples of Communicative Language Teaching (CLT)

Grading Criteria:

Listening Interactions (2)	30%
Group Project	30%
Listening Reports (4)	20%
Blog Postings (10)	20%

Contact Information:

Students can arrange a meeting with me or ask questions about the course at anytime by contacting me at my email address:

Nicole Takeda
ntakeda.aogaku@yahoo.com

Course Website:

You are required to check the course website for lesson summaries, homework assignments and supplementary materials. You are also required to submit a blog posting at the end of each weekly lesson summary for your course.

<http://www.nicoletakeda.com>

Course Requirements:

Attendance & Lateness

- If you **miss five or more classes** without a medical certificate (診断書), you will not receive credit for the course.
- If you arrive more than **20 minutes late**, you will be considered absent.
- It is your responsibility to come to class on time. **No excuses will be accepted for lateness.** If you are late for class, come in quietly and take a seat. If you need to talk with me, you can meet with me after class.
- **If you are absent from a class, it is your responsibility to check our course website and blog for lesson materials, and to get explanations from your classmates.**

Expectations

- **You are expected to use English at all time in class.**
- You are expected to be on time and attend all classes.
- You are expected to participate in all pair and group activities.
- You are expected to submit all tasks on time and in class.
- You are expected to come to class with the required textbook and materials.
- You are expected to submit your own original work. Copying from another student or from the internet will result in a failing grade

Submitting Listening Interactions & Reports

- Your listening interactions must be submitted at the end of class.
- If you are absent on your listening interaction day due to illness, you must contact me **the day before** the lesson to reschedule your interaction. If you miss your interaction and do not contact me, you will receive **0 points** for it. However, you can submit your worksheet the following week.
- Make sure to submit your listening reports (4) on time. If you need an extension, you need to get my permission before the deadline.
- Late assignments will lose **2 points per day** (e.g. 85 points → 82 points); the maximum number of points to be deducted for any assignment is **30 points**.

Blog Posts

- You are required to submit **10 blog posts** during the semester.
- You must submit your blog post by **Wednesday 6:00 pm**.
- Post submitted after the deadline will receive **0 points**.
- Refer to the **Blog Posting Guidelines** in our course syllabus for additional information.

Oral English 2 Fall 2013-14 Course Schedule

Class	Date	Activity	Homework
1	Sept. 26	<ol style="list-style-type: none"> 1. Welcome Back! 2. Fall Schedule 3. Discussion Skills Review 	<ol style="list-style-type: none"> 1. Blog Post #1
2	Oct. 3	<ol style="list-style-type: none"> 1. Listening Interactions & Reports 	<ol style="list-style-type: none"> 1. Blog Post #2 2. Interaction Preparation
<i>Listening Interactions #1</i>			
3	Oct. 10	<ol style="list-style-type: none"> 1. Listening Interaction #1 2. Group Project Guidelines & Outlines 	<ol style="list-style-type: none"> 1. Complete Listening Report #1 2. Blog Post #3 2. Interaction Preparation 3. Choose Presentation Topic
4	Oct. 17	<ol style="list-style-type: none"> 1. Listening Interaction #1 2. Submit Listening Report #1 3. Presentation Structure and Expressions 	<ol style="list-style-type: none"> 1. Blog Post #4 2. Interaction Preparation 3. Presentation Research
5	Oct. 24	<ol style="list-style-type: none"> 1. Listening Interaction #1 2. How to Prepare Visual Aids 	<ol style="list-style-type: none"> 1. Complete Listening Report #2 2. Blog Post #5 2. Interaction Preparation 3. Presentation Research
6	Oct. 31	<ol style="list-style-type: none"> 1. Listening Interaction #1 2. Submit Listening Report #2 3. How to Prepare Visual Aids 	<ol style="list-style-type: none"> 1. Complete Presentation Outline <ul style="list-style-type: none"> • <i>due Friday, Nov. 1 by email</i>
<i>Listening Interactions #2 and Presentations</i>			
7	Nov. 7	<ol style="list-style-type: none"> 1. Listening Interaction #2 2. Presentation Preparation 	<ol style="list-style-type: none"> 1. Complete Listening Report #3 2. Interaction Preparation
8	Nov. 14	<ol style="list-style-type: none"> 1. Listening Interaction #2 2. Submit Listening Report #3 3. Presentation Preparation 	<ol style="list-style-type: none"> 1. Blog Post #6 2. Interaction Preparation
9	Nov. 21	<ol style="list-style-type: none"> 1. Listening Interaction #2 2. Presentation Preparation 	<ol style="list-style-type: none"> 1. Complete Listening Report #4 2. Blog Post #7 2. Interaction Preparation

Class	Date	Activity	Homework
10	Nov. 28	<ol style="list-style-type: none"> 1. Listening Interaction #2 2. Submit Listening Report #4 3. Presentation Preparation 	1. Blog Post #8
<i>Presentations</i>			
11	Dec. 5	<ol style="list-style-type: none"> 1. Gestures and Body Language Review 2. Voice Inflection Review 3. Presentation Preparation 	1. Presentation Preparation
12	Dec. 12	<ol style="list-style-type: none"> 1. Presentations (Groups 1-3) 2. Presentation Feedback 	<ol style="list-style-type: none"> 1. Blog Post #9 2. Presentation Preparation
13	Dec. 19	<ol style="list-style-type: none"> 1. Presentations (Groups 4-6) 2. Presentation Feedback 	1. Blog Post #10
14	Jan. 9	<ol style="list-style-type: none"> 1. Presentation Feedback 2. Last Class Activities! 	

★ *No classes on Jan. 23*

How to Write a Formal Email

In many of your emails for this course, you are writing to ask for advice and/or help. Since you are asking for a favor, you need to use *formal and polite writing styles*.

You need to include the following in your email exchanges:

1. **Subject line:** include our course name and topic of your email

2. **Salutation:** include a greeting and name

examples:
 - a. Hi Nicole, ...
 - b. Dear Nicole, ...

3. **Who are you?** give your name and your course

example: This is Natsumi Suzuki from your IE3 Writing course.

4. **Request:** give your reason for writing and make your request.

examples:
 - a. Could you check this, please?
 - b. Could you give me some advice about my outline? my thesis statement?

5. **Thanks:** include an expression of thanks

examples:
 - a. Thank you for your help.
 - b. I'd appreciate your advice.

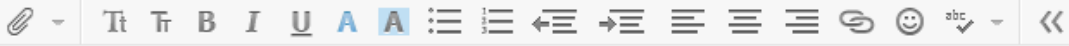
6. **Closing:** include a closing greeting and your name

examples:
 - a. Best, ...
 - b. See you soon, ...



Sample Email #1: Asking for Advice

To	<input type="text" value="ntakeda.aogaku@yahoo.com"/>	+ CC
BCC	<input type="text"/>	+ Hide BCC
Subject	<input type="text" value="AW: Thesis Statement Advice"/>	



Dear Nicole,

This is Erika from your Thursday IE3 Writing course.

My essay topic is the influence of Japanese pop culture on American society.

I would like some advice on my subtopics for my thesis statement. Are these topics OK?


- a. influence on comic books
- b. influence on animated movies
- c. influence on cuisine

Thank you for your help.

Best,
Erika

Sample Email #2: Notification about an Absence

To	<input type="text" value="ntakeda.aogaku@yahoo.com"/>	+ CC
BCC	<input type="text"/>	+ Hide BCC
Subject	<input type="text"/>	



Dear Nicole,

This is Mari Suzuki from your Wednesday IE3 course.

I've had a bad cold all week and am still not feeling well, so I won't be able to come to our lesson tomorrow.

Since we have to submit our book reports tomorrow, please find my report attached to this email.

Thank you for your understanding.

Best,
Mari

Blog Posting Guidelines

1. Go to the *English Pathways* website: <http://www.nicoletakeda.com>



2. Click on your course name (e.g. OE2, IE3 Core, IE 3 Writing, IE 3 Seminar) on the left-hand side of the Home page.

Course names



3. You will then see the course menu, click on your course blog (e.g. IE3 Core blog, IE3 Writing blog, IE3 Seminar, OE2 blog).



4. You will then see our lesson summary. Scroll down and click on *Add comment*.
5. Type in your given name and email address. Make sure you put your course code in front of your first (given) name.

IE3T-Noriko IE3W-Shoko IE3S-Keiko OE2-Hiroki

** Your email address does not appear on the website.*

6. Answer your homework question in the *Comment box*.
7. Click on the *Submit* button. Make sure you submit your comment before the deadline.

** You do not have to “Login” or “Signup” to submit a comment.*

A screenshot of a comment form. It features three input fields: 'Name (required)', 'Email (not published)', and 'Website'. Below these is a large text area for the comment. At the bottom, there is a link that says 'You're commenting anonymously... Login or Signup?' and a 'Submit' button.

Oral English 2 Fall 2013 Interactions Schedule

Week	Date	Name					
3	Oct. 10	Tomoyo	Natsumi	Saki	Akari	Yuta	Yugo
4	Oct. 17	Koudai	Ken	Yuki S.	Nodoka	Yuki A.	Anju
5	Oct. 24	Ayame	Yurina	Mamina	Kyohei	Honami	Ryutaro
6	Oct. 31	Kanami	Chiaki	Ayako	Haruka	Mio	Andrew
7	Nov. 7	Tomoyo	Natsumi	Saki	Akari	Yuta	Yugo
8	Nov. 14	Koudai	Ken	Yuki S.	Nodoka	Yuki A.	Anju
9	Nov. 21	Ayame	Yurina	Mamina	Kyohei	Honami	Ryutaro
10	Nov. 28	Kanami	Chiaki	Ayako	Haruka	Mio	Andrew