

MODULE SPECIFICATION PROFORMA



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Module Title: English for Professional Purposes Lower Intermediate Level	Level: 4	Credit Value: 20
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Module code: LAN412	Cost Centre: GASL	JACS3 code: Q300
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Trimesters in which to be offered: 1, 2, 3	With effect from: January 2008
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Office use only: To be completed by AQSU:	Date approved: January 2008 Date revised: September 2015 Version no: 2
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Existing/ New :	Title of module being replaced (if any): N/A
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Originating Academic Business Division: Business/Language Centre	Module Leader: Dr. Leila Luukko-Vinchenzo
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Module duration (total hours): 200 Scheduled learning & teaching hours: 40 Independent study hours: 160	Status: elective/option
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Programme(s) in which to be offered: Institution wide and community based; To be submitted to Language Centre's assessment board	Pre-requisites per programme (between levels): N/A
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Module Aims:

The aim of this module is to enable students to revise and expand on existing skills in speaking, listening, reading and writing to a level which allows them to develop greater fluency in English. The main focus for the module is the development of linguistic skills and acquisition of socio-cultural awareness with particular attention to workplace situations. This module is for those with some knowledge of the language, up to A1 in the CEFR. On completion of this module, students will be able to communicate in routine tasks and short social exchanges and will have reached A2 in the Common European Framework of Reference.

Intended Learning Outcomes:

At the end of this module, students will be able to ...

1. Use clear pronunciation and maintain a simple conversation using strategies such as asking for clarification or repetition, with particular attention to workplace situations.
2. Demonstrate an understanding of standard speech and use and adapt learned language relating to a range of predictable everyday matters, particularly in workplace situations.
3. Reveal an understanding of standard language relating to a range of predictable everyday matters and respond to written texts within the aims of the module.
4. Write simple texts with spelling that is generally accurate and recognise the difference between past, present and future events and be familiar with simple forms of the verb tenses.

Key skills for employability

1. Communicate at A2 CEFR level in English, both orally and in writing; further develop communication skills in both work-based and cultural context
2. Contribute actively to group activities at A2 level; enhance organisational skills; agree ground rules and goals; plan actions and allocate tasks
3. Enhance creative thinking approaches to new situations using English at A2 level; discuss any new contexts and words which might influence potential opportunities, problems and creativity at A2 level
4. Use ICT to a greater degree to enhance (linguistic) knowledge and information seeking in intercultural contexts
5. Listen for, interpret and process information in English at A2 level
6. Find, process and produce information in English at A2 level
7. Communicate in English at A2 level and adapt to changing cultural contexts
8. Enhance the previously gained adaptability, independence and confidence, working with and relating to others
9. Perform a more in-depth analysis of language learning progression; identify barriers to learning and develop strategies to overcome them
10. Understand and use numbers in English in a variety of contexts

Assessment:

The indicative assessment comprises the tasks as listed below with one integrated mark being submitted for assessment. Weightings identified are for indicative purposes only.

- conversation skills in English, using 2 short role-plays of everyday nature and extended free discussion (40%)
- writing skills: a short text (120 words), e.g. a letter (10%)
- reading skills: read and understand a text, answer questions in English (20%)
- listening skills: listen to audio material, answer questions about the material in English (30%)

All material used will be within the aims of the module and the Can-Do statements for A2 of CEFR

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting	Duration (if exam)	Word count (or equivalent if appropriate)
One	1,2,3,4	In-class test	100%	No more than 2 hours in total	

Learning and Teaching Strategies:

The module will be delivered mainly through tutor-led weekly formal classes. Language learning resources including audio and visual materials and other appropriate materials will be available for private study. Classes will be scheduled so as to ensure opportunities for the intensive study and practice of language skills. Sufficient emphasis will be placed on paired and small-group work in order to develop communicative skills. Students will follow a course book and a range of authentic resources with backup material on Moodle. Students will complete regular written exercises to consolidate learning.

Syllabus outline:

1. Selected lexical, syntactical, morphological and phonetic aspects appropriate to the level of the module
2. Spoken and written communication in English for professional purposes, appropriate to the level of the module.
3. Enhancement of cultural awareness within the language learning programme
4. Topics within social and work contexts e.g. describing daily routines, favourite hobbies, other people etc, expressing feelings and opinions in simple terms as appropriate to the level of the module
5. Understanding native speakers in situations similar to those listed above, provided that they are aware that they must speak fairly slowly, addressing you directly and speaking with a reasonably clear accent.
6. Listening for specific information.
7. Writing short pieces of connected, structured text, consisting of simple sentences relevant to the situations listed above
8. Using formal and informal registers in simple sentences
9. Understanding relevant information from short authentic texts e.g. tourist leaflets, instructions, and promotional material
10. Grammatical aspects e.g. common regular verbs in the present and past tense, future tense, adverbs, pronouns etc. as appropriate to the level of the module
11. Vocabulary relevant to the situations above and as appropriate to the level of the module

Bibliography:

Essential resources:

REDSTON, C. and CUNNINGHAM, G. (2012) *face2face Elementary Student's Book with CD ROM/Audio CD*. 2nd ed. CUP

REDSTON, C. and CUNNINGHAM, G. (2012) *face2face Elementary Workbook*. 2nded. CUP

Other indicative resources:

MURPHY, R. (2015) *Essential Grammar in Use*. 4th ed. CUP

SEELY, J. (2013) *Oxford A-Z of Grammar and Punctuation*. Revised ed. OUP

Oxford or Collins English-English (Concise) Dictionary, newest edition

Newspapers, magazines, TV programmes etc. (any authentic language material as appropriate to the students' needs)

Appropriate additional materials will be prepared and made available to students on Moodle, including linguistic exercises, comprehension exercises and other stimulus material. Students will be directed to online resources where appropriate in order to facilitate independent learning.