

De Anza College
FALL 2009 ESL 261 Green Sheet
9-21-08 to 12-11-09

Instructor: Gloria D. Heistein
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Office Hour: Wed. 11:30-12:20 P in ATC 304

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| Sections | ESL 261-04 | ESL 261.05 |
| Day / Time: | MWF 10:30-11:20 A | MWF 12:30-1:20 P |
| Location: | L36 | L36 |

Description: Low-advanced Listening and Speaking 3 units

This course will emphasize the comprehension and analysis of information as well as the expression of students' ideas using a variety of levels of sophistication. In addition, students will work on the development of listening and note-taking skills.

Prerequisites: Passing grade in ESL 251 or qualifying score on ESL Placement Exam

Course Objectives:

- A. Use appropriate spoken American English for a given function showing mastery of a variety of levels of sophistication.
- B. Use the appropriate spoken American English grammar for a given function with allowance for a few gross errors.
- C. Listen to, answer comprehension questions on both literal and inferred meaning and take notes on passages including lectures, newscasts, songs, discussions, conversations, and stories.
- D. Analyze, apply, and discuss students' own background and experiences in relation to given topics for discussion.
- E. Discuss and analyze cross-cultural customs and attitudes by comparing and contrasting them with the students' own.

Required Text: Consider the Issues, 3rd ed., Numrich, Carol, Longman 2004 with 2 audio CDs (ISBN 0-13-232827-5)

Other Materials: a good monolingual dictionary such as Longman's
8 1/2" x 11" college-ruled paper for note-taking or assignments
computer for internet assignments and word-processing

Types of Activities include (separate instructions will follow):

- Listening to and understanding taped, videotaped and/or real lectures.
- Learning academic vocabulary from text.
- Improving note-taking skills from listening assignments.
- Chapter quizzes or tests based on the text and/or lectures.
- Giving group and individual oral presentations.
- Listening Logs: This is a report on viewing TV shows such as interview shows, newsmagazines or educational programs. You will turn in one-page summary/reaction papers and make short oral reports on some of these programs.
- Oral Presentations: Each person will do at least two. There will also be group presentations.
- ESL Software sessions in the AT103 Lab.

Outside-of Class Activities (some recommended, some assigned)

- Campus Lectures or Special Workshops
- ESL Software in AT 103 (Computer Lab) or AT 304 or tutoring in AT304:
- Conversation or Music workshops in AT 304 Listening and Speaking Lab workshops. Go to <http://faculty.deanza.edu/iffmaryanne/> for complete schedule.

Homework per week: Approximately 5 hours (includes the above assignments/activities)

Attendance is important:

Reasons for being **dropped** from this class are any of the following:

- you miss **any class during first week**;
- you miss **over 3 classes in a row** without an excuse at any time;
- you are absent more than **3 times during the quarter** without a valid excuse.

Excessive (too many) tardies will lower your class and participation grade.

Assignments and Homework: Submit all assignments in ink or typed on standard size 8½ x 11” paper. Late work will result in lost points. All written work should have this heading:

ESL 261+ section (04 or 05)
Assignment Name

First & Last Name
Date

Save all work: Keep copies of all of your work and tests. If I misplace a paper or there is a misunderstanding about a grade, your work is your record.

Grades:

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| Homework | 20 % |
| Class and group participation | 10 % |
| Oral Presentations (individual or group) | 25 % |
| Quizzes and tests | 25 % |
| Final exam | 20 % |

Grading Scale:

95-100=A, 90-94=A-, 87-89=B+, 84-86=B, 80-83=B-, 76-79=C+, 70-75=C, 65-69 = D, 0-64 = F

Honesty:

Students who are found to cheat on tests, plagiarize, or allow their classmate to copy from them will receive an F for that assignment. You must never copy someone else’s work for any assignment. I can usually tell if it’s not your own work!

Group Work:

Group work requires sharing ideas and being responsible to your group members. Sometimes, you will need to contact each other after class to plan and practice a presentation. Get to know at least 2 classmates that you can call in case you miss an assignment.

Participation:

Participation means getting to class on time and being prepared. Contributing to class discussions and asking questions are important! It also means working cooperatively with your classmates. Attendance counts towards participation. All this helps make the class an enjoyable and comfortable place to learn.

Cell Phones and Class Courtesy:

Please **turn off cell phones** before you come to class. Cell phones **disrupt** the class environment and could lower your participation points. If you are late, sit close to the door so entering will not disturb the class. When someone **has the floor** (is talking in front of the class or participating in whole class discussion), be courteous and avoid private talks with your neighbor at this time!

English Only, Please

Although I have great respect for your first language, the purpose of this class is to improve your *English* listening and speaking skills. You will do that most successfully if you speak English at all times during class. One way to speak English only is to sit with classmates whose first language is different from yours.

Late Homework and Missed Exam/Quiz Policy

If you turn in work late, you will receive -1 point per day. No late homework will be accepted after 3 days from the due date. Generally, there is no makeup for tests or quizzes.

Leaving Messages for Your Instructor to Report an Absence

If you will be absent from a class, call Gloria Heistein’s voice mail. Use this wording to report your absence from class. Be sure to clearly state your first & last name, the date and your reason for being absent on the message. Suggested script:

- “Hello Mrs. Heistein. This is (first and last name). My last name is spelled ____. Today (give date) I will miss (or missed) ESL 261.04 or 261.05 because _____. I’ll be back on (give date). My phone number is (area code) _____ - _____. ONCE AGAIN, MY NAME IS..... AND MY NUMBER IS.....”

It is recommended that you get a classmate’s phone and/or e-mail to get an assignment you may have missed.

If I miss a class, and you do not have a sub, be sure to check your e-mail for a message from me regarding the assignment. It is also a good idea to check my faculty webpage for updates on assignments (<http://faculty.deanza.edu/heisteingloria>)

See the college website for more important dates: <http://www.deanza.edu/calendar/#fall>

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| Fall 2009 Dates for 261.04 and 261.05 | |
| Workshops in AT 304 | Usually from Week Three |
| Last day to drop a class with no record of grade | Oct. 9 |
| Last day to request P/NP grade | Oct. 16 |
| *Last day to drop with a "W" | Nov. 13 |
| Veterans Day (college closed) | Nov. 13 |
| Thanksgiving Break (college closed) | Nov. 26 and 27 |
| Last regular class session | Monday, Dec. 7 |
| Final Exams | Wed., Dec. 9 9:15-11:15 (261.04) Fri., Dec. 11 11:30-1:30 (261.05) |

I hope you have a good experience in this class! However, if you can’t continue, I would appreciate hearing from you.