



Columbia West College

3435 Wilshire Blvd., Suite 1700, Los Angeles, CA 90010

Tel: (213) 368-3900 Fax: (213) 368-3903

Website: www.columbiawestcollege.edu Email: info@columbiawestcollege.edu

Course Syllabus

Communication Skills Advanced

Class Time	<p><u>Morning</u> Monday – Thursday 9:00 a.m. – 10:20 a.m.</p> <p><u>Afternoon</u> Monday – Thursday 1:30 p.m. – 2:50 p.m.</p> <p><u>Evening</u> Monday – Friday 6:00 p.m. – 7:00 p.m. 7:15 p.m. – 8:20 p.m. 8:35 p.m. – 9:40 p.m.</p>
Instructional Mode	Residential training
Prerequisite	Placement by assessment or successful completion of Intermediate ESL Conversation.
<p>Course Objectives</p> <p>The primary aim of this course is for students to gain confidence in their ability to listen to and speak English accurately and fluently by addressing and meeting the learning outcomes listed below. Course objectives are based on critical thinking, listening, speaking, vocabulary, grammar and pronunciation, and include inferring meaning, making predictions, expressing opinions and wishes, comparing and contrasting viewpoints, vocabulary development, pronunciation, and using advanced grammatical structures and verb tenses.</p>	
Learning Outcomes	<p>After successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1) Start up a conversation, make small talk, develop and maintain a conversation; 2) Ask about products in detail, negotiate and make deals, return items with explanations; 3) Enquire about and register for health services and listen to a doctor’s diagnosis; 4) Describe everyday problems, speculate about causes and consequences, give advice, make recommendations, and explain the consequences of particular actions; 5) Ask about official procedures, comprehend and follow official processes; 6) Talk about places of interest, ask about attractions in a city; 7) Ask for and give clarification of information, narrate incidents in their lives, explain reasons for opinions; 8) Converse about advantages and disadvantages of subjects or topics and conduct a survey; 9) Use figurative language, imply ideas instead of stating them directly; 10) Discuss preferences and alternatives, plan a persuasive presentation; 11) Cite sources for information, use numbers in presentations; 12) Paraphrase, speak about future plans and conditions, and conduct an interview.
<p>Program Length</p> <p>The Advanced level is made up of Levels 5 and 6. Each section is twenty-four (24) weeks in length. Therefore, you may remain in one section for 24 weeks without repeating class material. After the successful completion of your first 12-week period, you will receive acknowledgment of completion for the level at which you entered the program. However, the length of your individual educational program depends on your commitment to the school.</p>	
Required Textbooks (on rotation)	<p><u>Winter & Summer Terms</u> Earle-Carlin, Susan. <i>Q: Skills for Success Listening and Speaking 5</i>. New York: Oxford, 2011. Print.</p> <p><u>Spring & Fall Terms</u> Bragger, Jeannette D., and Janet Solberg. <i>Now You’re Talking! 3: Strategies for Conversation</i>. Boston: Heinle-Cengage Learning, 2013. Print.</p>

Assessment and Documentation: Your progress will be assessed throughout the 24 weeks of curriculum. You will receive a formal assessment at the end of each 4-week module. Your overall class assessment will be based on attendance, class participation, and timely completion of class assignments (quizzes, tests, in-class and homework assignments, and any other projects or assignments the instructor has assigned). At the end of each four-week module, you will be provided with unofficial transcripts. Your grades and Grade Point Averages (GPAs) will be calculated as follows:

Grade	Explanation	Percentage	Grade Point	Advancement
A	Excellent ☺ ☺ ☺	90 – 100%	4	Pass
B	Good ☺ ☺	80 – 89%	3	
C	Satisfactory ☺	70 – 79%	2	
D	Poor ☹	60 – 69%	1	Fail
F	Failing ☹☹	0 – 59%	0	

Your four-week module grade will consist of the following:

Type of Assessment	Percentage
Written assignments/Presentations/Quizzes	50%
Homework	25%
Participation	15%
Attendance	10%

Attendance: Please come to class on time and return from breaks on time. If you miss more than 20% of your program, you **cannot** pass this class. You must attend at least 80% of all classes or risk being asked to leave the school (please see Student Handbook for more details). If you come to class late (fewer than 15 minutes) or leave class early (fewer than 15 minutes), you will be marked “tardy.” If you are more than 15 minutes late to class or leave more than 15 minutes early, you will be marked “absent.” Three tardies = one absence.

If you need to miss class, you must inform your teacher as soon as possible. Make-up homework and in-class assignments should be discussed with your teacher. You are expected to get contact information and the missing class notes, handouts, etc. from your classmates. Quizzes are given on Fridays (unless otherwise specified), so do not be absent on Fridays; no makeup quizzes will be given (except in unforeseen extenuating circumstances, or with advanced notice, and permission from Administration. Please note that you must be achieving SAP in order to be approved for make-up quizzes.)

Satisfactory Academic Progress: Please keep in mind that in order to maintain Satisfactory Academic Progress (SAP), each student at CWC needs to have at least a **2.0 GPA** (Grade Point Average) and a minimum of **80% cumulative attendance**.

In class decorum: Out of respect for other students please do not eat anything in class. To avoid spills, please use drinking bottles and tumblers with sealable, closed lids. Also, please turn off your cell phones during class or put them on “vibrate.” Please do not get up and exit the class during lectures in order to answer the phone (unless it is an emergency), as it is disruptive and disrespectful to the instructor and other students. No cell phone calls should be conducted in the classroom (including during break).

Learning Activities: The class will include direct instruction, in-class written and oral assignments, discussion, movies and short videos, role-playing, and other exercises. You are expected to:

- 1) Attend all classes.
- 2) Actively participate in all class activities.
- 3) Read all assigned material and complete assigned work before each class.
- 4) Successfully complete all assignments (in-class assignments, homework, projects, presentations, quizzes, tests, and any other graded material the instructor assigns).

Class Schedule: Please refer to the CWC Curriculum guide that is attached to this syllabus. Instructors will provide students with a specific class schedule, including assignments, due dates, field trips, etc.



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CONVERSATION PROGRAM CURRICULUM: Communication Skills (Advanced)

SPRING/FALL

MODULE	WEEK 1	WEEK 2	WEEK 3	WEEK 4
A	Now You're Talking 3 Preliminary Chapter An English Conversation Class	Now You're Talking 3 Chapter 1 At the Museum	Now You're Talking 3 Chapter 2 Moving to a New Place	Now You're Talking 3 Chapter 2 Moving to a New Place
B	Now You're Talking 3 Chapter 3 Thanksgiving Dinner	Now You're Talking 3 Chapter 4 A Family Get-Together	Now You're Talking 3 Chapter 5 A Meeting With the Advisor	Now You're Talking 3 Chapter 5 A Meeting With the Advisor
C	Now You're Talking 3 Chapter 6 A Class Discussion	Now You're Talking 3 Chapter 7 On the Job Market	Now You're Talking 3 Chapter 8 The Neighborhood	Now You're Talking 3 Chapter 8 The Neighborhood

Main Text: Bragger, Jeannette D and Janet Solberg. *Now You're Talking! 3: Strategies for Conversation*. Boston: Heinle-Cengage Learning, 2013. Print.

Supplemental Resources: Various selected authentic language materials

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CONVERSATION PROGRAM CURRICULUM: Communication Skills (Advanced)

WINTER/SUMMER

MODULE	WEEK 1	WEEK 2	WEEK 3	WEEK 4
A	Q5- Skills for Success Unit 1- How Do People Get The News Today?	Q5- Skills for Success Unit 2- How Does Language Affect Who We Are?	Q5- Skills for Success Unit 3- Work And Fun	Q5- Skills for Success Unit 4- How Can The Eyes Deceive The Mind?
B	Q5- Skills for Success Unit 5- Global Cooperation	Q5- Skills for Success Unit 6- Personal Space	Q5- Skills for Success Unit 7- Alternative Thinking	Q5- Skills for Success Unit 7- Alternative Thinking
C	Q5- Skills for Success Unit 8- How Do People React To Change?	Q5- Skills for Success Unit 9- Where Should The World's Energy Come From?	Q5- Skills for Success Unit 10- Size And Scale	Q5- Skills for Success Unit 10- Size And Scale

Main Text: Earle-Carlin, Susan. *Q: Skills for Success Listening and Speaking 5*. New York: Oxford, 2011. Print.