



# 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 Intermediate

|  |   |
|--|---|
| <b>Class Time</b>  | <u>Afternoon</u> Monday – Thursday<br>1:30 p.m. – 2:50 p.m.<br><br><u>Evening</u> Monday – Friday<br>6:00 p.m. – 7:00 p.m. 7:15 p.m. – 8:20 p.m. 8:35 p.m. – 9:40 p.m.  |
| <b>Instructional Mode</b>  | Residential training  |
| <b>Prerequisite</b>  | Placement by assessment or successful completion of Beginner ESL Conversation.  |
| <b>Course Objectives</b><br><br>The primary aim of this course is for students to gain confidence in their ability to carry on a conversation with native English-speakers on a variety of subjects and to participate in discussions on familiar subjects. Course objectives are based on critical thinking, listening, speaking, vocabulary, grammar and pronunciation.  |   |
| <b>Learning Outcomes</b>   | After successful completion of this course, students will be able to: <ol style="list-style-type: none"> <li>1. Identify subtopics in a conversation and engage in conversations;</li> <li>2. Describe a place, understand location words, and compare and contrast ideas;</li> <li>3. Raise a discussion topic, predict what is coming next in a conversation, and manage a discussion;</li> <li>4. Ask for, understand, and give instructions and advice;</li> <li>5. Talk about a news item, understand details of a news story, and discuss news topics;</li> <li>6. Persuade people with conversation, how to respond to objections;</li> <li>7. Describe a work of art and talk about a movie;</li> <li>8. Discuss problems, use time words, and express willingness to compromise;</li> <li>9. Hypothesize and make predictions;</li> <li>10. Talk about people;</li> <li>11. Tell a story and put ideas in a sequential order;</li> <li>12. Respond to invitations and social interactions;</li> <li>13. Ask for and provide information on topics;</li> <li>14. Present points of view and opinions on topics;</li> <li>15. Weigh options and make decisions.</li> </ol> |
| <b>Program Length</b><br><br>The Intermediate level is made up of ESL levels 3 and 4. Each section is twenty-four (24) weeks long. 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 your entering level. However, the length of your individual educational program depends on your commitment to the school. |   |
| <b>Required Textbooks<br/>(on rotation)</b>  | <u>Winter &amp; Summer Terms</u> Bragger, Jeannette D. <i>Now You're Talking! 1: Strategies for Conversation</i> . Boston: Heinle Cengage Learning, 2012. Print.<br><br><u>Spring &amp; Fall Terms</u> Bragger, Jeannette D and Janet Solberg. <i>Now You're Talking! 2: Strategies for Conversation</i> . Boston: Heinle Cengage Learning, 2013. Print.  |

**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 (Intermediate)

### WINTER/SUMMER

| MODULE | WEEK 1  | WEEK 2   | WEEK 3   | WEEK 4   |
|--------|---|--|--|--|
| A      | Now You're Talking 1<br>Preliminary Chapter<br><b>Having A Conversation<br/>(Intro)</b> | Now You're Talking 1<br>Chapter 1<br><b>Asking For And Giving<br/>Help</b> | Now You're Talking 1<br>Chapter 2<br><b>Talking About People</b>             | Now You're Talking 1<br>Chapter 2<br><b>Talking About People</b>             |
| B      | Now You're Talking 1<br>Chapter 3<br><b>Asking For/Providing<br/>Info.</b>              | Now You're Talking 1<br>Chapter 4<br><b>Expressing Feelings</b>            | Now You're Talking 1<br>Chapter 5<br><b>Asking For And Giving<br/>Advice</b> | Now You're Talking 1<br>Chapter 5<br><b>Asking For And Giving<br/>Advice</b> |
| C      | Now You're Talking 1<br>Chapter 6<br><b>Asking For And Giving<br/>an Opinion</b>        | Now You're Talking 1<br>Chapter 7<br><b>Making Plans</b>                   | Now You're Talking 1<br>Chapter 8<br><b>Telling Stories</b>                  | Now You're Talking 1<br>Chapter 8<br><b>Telling Stories</b>                  |

**Main Text:** Bragger, Jeannette D. *Now You're Talking! 1: Strategies for Conversation*. Boston: Heinle Cengage Learning, 2012. Print.

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## CONVERSATION PROGRAM CURRICULUM: Communication Skills (Intermediate)

### SPRING/FALL

| MODULE | WEEK 1   | WEEK 2   | WEEK 3  | WEEK 4  |
|--------|--|--|---|---|
| A      | Now You're Talking 2<br>Preliminary Chapter<br><b>Getting Acquainted (Intro)</b> | Now You're Talking 2<br>Chapter 1<br><b>Talking About Places</b>   | Now You're Talking 2<br>Chapter 2<br><b>Managing A Discussion</b>                       | Now You're Talking 2<br>Chapter 2<br><b>Managing A Discussion</b>                       |
| B      | Now You're Talking 2<br>Chapter 3<br><b>Giving Instructions</b>                  | Now You're Talking 2<br>Chapter 4<br><b>Talking About The News</b> | Now You're Talking 2<br>Chapter 5<br><b>Persuading and Responding<br/>to Objections</b> | Now You're Talking 2<br>Chapter 5<br><b>Persuading and Responding<br/>to Objections</b> |
| C      | Now You're Talking 2<br>Chapter 6<br><b>Talking About the Visual<br/>Arts</b>    | Now You're Talking 2<br>Chapter 7<br><b>Resolving Conflicts</b>    | Now You're Talking 2<br>Chapter 8<br><b>Hypothesizing and Predicting</b>                | Now You're Talking 2<br>Chapter 8<br><b>Hypothesizing and<br/>Predicting</b>            |

**Main Text:** Bragger, Jeannette D and Janet Solberg. *Now You're Talking! 2: Strategies for Conversation*. Boston: Heinle Cengage Learning, 2013. Print.