

Welcome to International English Skills 2

<http://www.koreamosaic.net/elp/extras/seniors/exsen.htm>

As the name of this course indicates, you will have the opportunity to develop skills that are essential in an international business, government or academic organization.

Our goals for this course:

We will focus mainly on developing skills for 1) participation and leadership in meetings and 2) impromptu presentations. We will achieve this with...

1. active use of English in international organizational (not only business) situations, through practicing interaction techniques
2. development of impromptu (즉석에서) presentation skills and post-presentation questioning skills
3. growth of your lexicals inventory (new lexicals in each unit)
4. enhancement of your interaction vocabulary by making it more functional—and professional—with more “Language of Meetings” expressions
5. summarizing of text (magazine and newspaper articles) and speech (in meetings)
6. improvement in listening comprehension.

Materials for this course

The materials (available at Yurim Copy Shop) that you are required to have are:

1. *International English Skills 2*
2. *Language of Meetings*
3. The laminated Language of Meetings Quick Access Sheet.

Bring all three of the materials to every class.

If you wish, you can copy Mr. H's audio tape of the scripts in *International Business Roleplays*. Also, you might want to use Mr. H's textbook (student's and teacher's) and tapes of *Communicating in Business* (Cambridge), which provide useful advice and language for meetings and presentations.

At the beginning of every new unit, be sure to check this course's home page for supplementary articles on the themes that we are studying in the individual unit and the skills that we are working to develop. (Some of these readings will be assigned as required reading.)

Class procedure

Approximately 7 classes will be spent on each unit in “International Business Roleplays” (IBR).

- Classes 1, 2: Summarization of an article that introduces the unit; “Lead-in activities” (in IBR) to provide further background information and language for the unit; “Before the meeting: listening” and “After the meeting” (in IBR).
- Classes 3-7: Meetings devoted to solving the unit's problem. Meetings will last approximately 50 minutes. At the end of each meeting, Mr. H will select one or two students to give a 5-minute impromptu presentation on what the student's team achieved in their meeting; Mr. H will tell the whole class his comments on your presentation. (After Unit 1, your presentations will be scored.)

Your responsibilities

You will do some background reading on the unit's case, you will learn the lexicals presented in the IBR text for each unit, you will memorize new *Language of Meetings* expressions (units 2, 3, 6, 7, 10) and review those studied last semester (units 1, 4, 5, 8, 9, 11, 12). And you will prepare for the role you are assigned to take in meetings.

You will take an occasional quiz on 1) unit lexicals, on 2) new and old *Language of Meetings* units, and on 3) class preparation assignments (e.g., required reading). (By October 1, students who did not take English 5 are required to have memorized the *Language of Meetings* expressions on the front side of the laminated quick access sheet.) *Do well on these quizzes, because they will constitute 70 percent of your semester grade.*

Your grade

Your grade will be determined by attendance (20%) and performance (80%: homework, oral presentations, participation in meetings in class, use of Language of Meetings expressions in class, quizzes.)

Needless to say, regular attendance is required; irregular attendance will deprive you of the opportunity to develop the skills that are the focus of this course, and will adversely influence your team's performance. Because we have to use the relative grading system, **no absence, missed quiz or unsubmitted homework will be excused for any reason other than teacher training or military reserve training**. The attendance part of your grade will be determined *strictly* in accordance with school policy and the grading policy of this course. Mr. H is not able to give extra assignments or quizzes to make up for absence or missed quizzes.

At the end of the semester there will be no negotiating for a grade. Grades depend on performance, not on need or “special situation.”