

Please contact me at:

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Room: 222 Smith Hall

Our Homepage is: [www.teflsites.com](http://www.teflsites.com)

### Schedule

	M	T	W	T	F
7-8.00				STAFF	
8-9.00				STAFF	
9-10.15		F1			
10.30-11.45	O			F1	
12-1.15	P1	O		O	F2
1.30-2.45		F2		P1	O
3-4.15		P2		C1	C2
4.30-5.45	C1	C2		P2	

O = Office Hours

Office = Room 222 Smith Hall

### Syllabus

Week 1 - Starter Courses Part 1

1. Learning and Topic Selection

Week 2 – Starter Course Part 2

2. Study Materials and How to Speak

Week 3/4/5 etc...Regular classes which will be divided into two parts. (Preparation Day and Speaking Day)

Week 8 – Mid Term Exam (Oral)

Week 16 – Final Exam (Oral)

## **Book**

Your Book (with 8 Topics - chosen by the Class) will be in PDF format and uploaded at the end of Week 2 (Class #4) to our Homepage [www.teflsites.com](http://www.teflsites.com) . Each Topic will contain Reading/ Vocabulary/ Phrases/ Conversation Strategies/ Grammar/ Questions.

The Book will also be in **Mp3** format, each Topic available to download from our Homepage.

## **Notebook**

**Your Notebook (designed to match your Book)** will be in PDF format and uploaded at the end of Week 2 (Class #4) to our Homepage [www.teflsites.com](http://www.teflsites.com). Your Notebook will consist of 8 Topics. Each Topic will have a Vocabulary Page, a Phrase Page, 2 Speaking Pages and a Review Page to fill out. Vocabulary and Phrases pages will be completed in class. The 2 Speaking Pages will be completed for Homework. The Review Page will be completed in Class or at Home. I will explain how to use this Notebook in the Starter Course Part 2 (Class 3 & 4).

## **Grading**

### *Attendance 10%*

You will lose 1% every time you are absent from class, unless you tell me in advance.

### *Participation 10%*

You will be graded on how much you speak, how often. You will be graded on your classroom attitude, to your work, your fellow students and to your teacher.

### *Preparation Day = 1 Class) 10%*

In 1 Class, you will prepare your Topic by studying a Reading, Speaking Strategies, Vocabulary, Phrases, Grammar and Questions. Your Book (with 8 Topics - chosen by the Class) will be in PDF and Mp3 format and uploaded at the end of Week 2 (Class #4).

### *Homework 10%*

In your Book (at the end of each Topic) there will be a Speaking Page. You must complete this Speaking Page (based on Class 1) for Homework, before your 2<sup>nd</sup> Class. This Speaking Page must be brought in to your 2<sup>nd</sup> Class for use on your Speaking Day.

### *Speaking Day= 1 Class) 40%*

In this class, you will use your Speaking Page to help you speak. I will grade all parts of your speaking (vocabulary, phrases, conversation strategies, grammar, opinions, questions, interaction, pronunciation...)

### *Exams (Mid Term - Week 8 & Finals - Week 16) 20%*

Both exams will be taken in my office on the day of your exam. You will take the exams in pairs. All exams are oral only.

## **Rules**

Cellphones: Please have cell phones on silent mode. Please do not send text messages in class.

Mirrors: Please do not use your mirror in class.

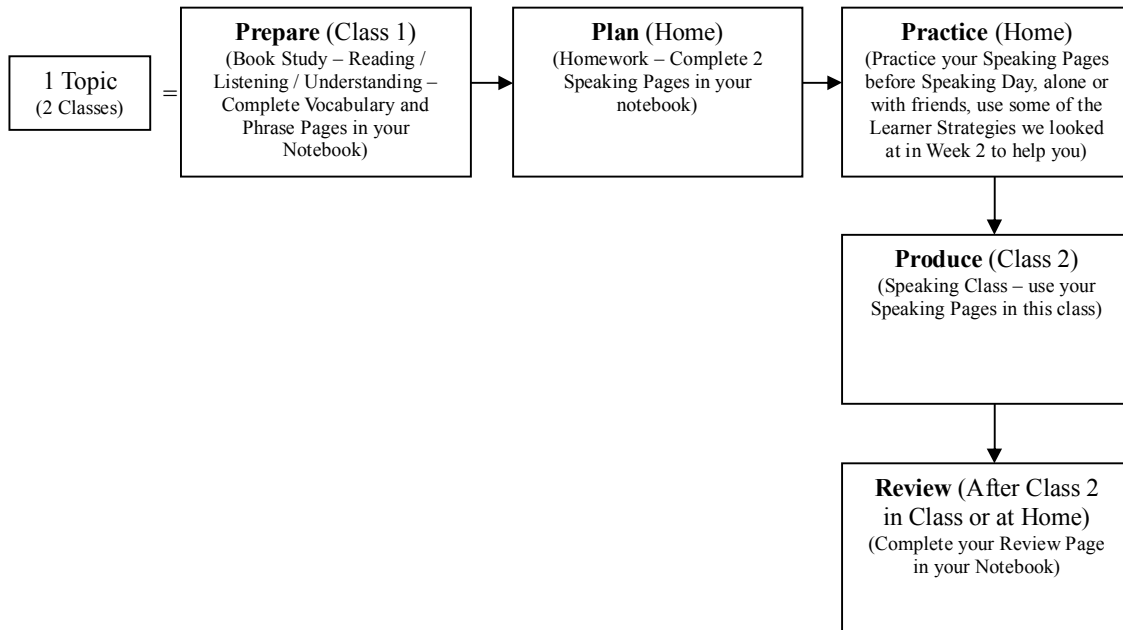
I will take 1% off your grade every time you break the rules.

## Summary

**Course Detail:** 8 Topics (Class Book)

1 Topic = 2 days (1st DAY = Preparation / 2nd Day = Production)

Between 1st Day and 2nd Day a Homework Assignment (your Speaking Pages) must be completed.



Book Day \_\_\_\_\_

Speaking Day \_\_\_\_\_