**ENG 020 Syllabus**

***TIME FRAMEWORK: The priorities and the philosophy of the learning programme is reflected on the time framework. Teachers are required to adhere to the allocated time for each part (skill/grammar) on the syllabus.***

***CLASS HOURS ALLOCATED FOR EACH Book/Booklet/Skill: Open Mind Course Book: 12 Class hours***

***(Allocated time framework per week) Active Listening: 2 hours***

***Academic Writing: 4 hours***

***For Your Information: 2 hours***

**WEEKLY SCHEDULE FOR (1st – 6th weeks). Teachers are required to teach the following on the stated days)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Monday*** | ***Tuesday*** | ***Wednesday*** | ***Thursday*** | ***Friday*** |
| **Open Mind / My Grammar Lab** | **Open Mind / My Grammar Lab** | **Open Mind / My Grammar Lab** | **Active Listening** | **Academic Writing** |
| **Open Mind / My Grammar Lab** | **Open Mind / My Grammar Lab** | **Open Mind / My Grammar Lab** | **Active Listening** | **Academic Writing** |
| **Open Mind My Grammar Lab /** | **Open Mind / My Grammar Lab** | **Open Mind / My Grammar Lab** | **For Your Information** | **Academic Writing** |
| **Open Mind / My Grammar Lab** | **Open Mind / My Grammar Lab** | **Open Mind / My Grammar Lab (Speaking)** | **For Your Information** | **Academic Writing** |

**Total: 20 hours**

**Black stands Open Mind/Workbook**

**Green stands for: Active Listening**

**Orange stands for: For Your Information**

**Blue stands for : Academic Writing and portfolios (Task-based, Writing)**

**Red stands for: My Grammar Lab**

**SYLLABUS INFO**

**Grammar Column: Grammar is the input which will lead us to the expected outcomes in the learning programme. Teachers are required to point out the rules, important details related to the grammar topic.**

**It is the responsibility of the students to check their answers from the answer key in the workbook. Teachers are required to spend time only on the problematic area, mistakes in class or office hour.**

**Skill Column: Stated pages on the syllabus are the outcome for each skill, the goal to be reached, so the teachers are expected to do the exercises which will lead the students to these objectives.**

**OPEN MIND PRE-INTERMEDIATE STUDENT’S BOOK (E)**

**\*\* Certain pages are omitted from each unit to avoid teachers spending a lot of time on certain grammar topics. The majority of teaching should be taught by integrating the skills than focusing on a certain grammar topic.**

**\*\*The topic stated as +means it is not in the course book but the teacher has to cover it using the supplementary booklet prepared by CMDU unit.**

**\*\* The students should be guided to do the pronunciation section at home as self-study.**

**\*Life Skills and workshops of each unit are optional.**

**OPEN MIND PRE-INTERMEDIATE WORKBOOK**

**\*\*The stated reading pages on the syllabus from the workbook will be covered in class and the rest will be given as self-study.**

**ACTIVE LISTENING (AL)**

**\*\*Teachers are expected to cover the pages stated on the syllabus from the Active Listening skill book.**

**\*\*Listening has a great priority in our learning programme, so this has been reflected on our syllabus by *increasing the amount of listening’s* and for the improvement of our students. The teachers will focus on teaching the sub-skills (building skills) such as; key details, specific details, purpose, main idea, making inferences and note-taking. The teachers are required to spend more time on listening than the other skills.**

**\*\*The key vocabulary in the listening extracts should not be focused on, as long as the students understand the basic listening extracts.**

**ACADEMIC WRITING**

**\*Skill teachers will be focusing on teaching the academic writing skill for the students’ academic studies. They will teach the students the general academic writing rules so that the students can manage to take a step into academic writing skill from paragraph to essay.**

**PORTFOLIO**

**\*This term we have two kinds of portfolios:**

**- A writing portfolio and a task-based portfolio. The writing portfolio will be done in class by the main course teacher which will be written in the writing portfolio booklet and the writings will include ALL THE TOPICS WHICH ARE STATED on the syllabus from academic writing.**

**- The task – based portfolio will be given to the students by their main teacher and will be done outside of class and only be evaluated as task completed by the main course teacher. The teacher does not need to spend time to evaluate each student project or piece of work.**

**SUPPLEMENTARY BOOKLET (SB)**

**Supplementary booklet will have 4 components.**

**A *Usage section****:* to practice the question type (cloze test, matching & Q&R) for the midterm and final exam**.**

**A *Speaking section***: which includes the practice for general questions and prompt cards.

***A Writing section***: which includes academic writing skill from paragraph to essay.

***A Reading section***: to practice reading skills.

**GRAMMAR PRACTICE: will be given as a self- study.**

**+ Additional topics will be covered by the teachers’ individual resources. Make sure the related question types are covered from the supplementary booklet.**

**“Active Listening” will be done by the listening skill teacher.**

**“Academic writing” will be done by the writing skill teacher.**

**“Writing portfolio topics will be chosen from the Academic Writing Section in the booklet and it is the responsibility of the class teacher to carry out the related processes for every week.**