

DONGGUAN UNIVERSITY OF TECHNOLOGY

School of Economics and Management

Course Syllabus

Spring 2019

Course Information

Course Code	088882
Course Title	Basic Training in Spoken English 4
Instructor	Ning Duan
Class	2017 International Economics and Trade (International Business Industry-University International Program)
Course Category	☒ Compulsory ☐ Elective
Credit(s)	2
Total Hours	18
Hours per week	2
Practical Hours	18
Lab Practice Hours	None
Classroom	Guangcheng 3202
Time	Week 2-6 Tuesday 08:30-10:10 a.m. Week 7-10 Thursday 12:50-14:30 p.m.
Office Hour	Friday 09:00-12:00 at 3207 Guancheng Campus; by appointment
Required Textbook	Self-note and PPT

Assessment and Grading

Assignments	Percent of Final Grade
Attendance	10%
Participation	30%
Group Project	60%
Total	100%

Course Description

The purpose of this class is to develop English speaking and comprehension abilities through practice. These classes focus on communicating about practical daily subjects and focus more on developing fluency than expanding vocabulary or refining grammar.

Course Objectives

This course has the following specific objectives:

- 1.To improve students' listening and speaking skills
- 2.To strengthen students' learning ability (predicting, taking notes, making inference, cooperating with others, etc.)
- 3.To enhance students' culture literacy and intercultural awareness
- 4.To improve students' independent and creative thinking ability

Course Expectations

1.Attendance—

Attendance for this class is very important and will constitute a large part of your grade.

2.English—

This is an English class. I am very excited to learn Chinese and would love to practice speaking it with you outside of class. But during class, you should speak only English.

3. Respect—

In this class we will be discussing different ideas and cultures and sharing our personal opinions. It is important to be respectful of your classmates and the classroom environment at all times.

4.Cell Phones—Do NOT use your cell phones during class without permission.

Course Schedule

Week/Date	Topic	Required Reading and Assignments
1/ March 5	Course overview, objectives and requirements. Personal objectives.	None
2/ March 12	Interviews	Case Study /Information about interviews.
3/ March 19	Directions	Case Study /Asking for and giving directions.

4/ March 26	Times	Case Study / Expression about times.
5/ April 2	Communications	Effective communications.
6/ April 11	Telephone	How to make a call?
7/ April 18	Administration	Office administration.
8/ April 25	Business	Business situations.
9/ May 2	Conclusion	None

Date: 2019.3.12

Approved

Reviewed by

Bitao Shi

Signature

BITAO SHI

Director of

Department of International Business and Management