



University of
St Andrews | FOUNDED
1413 |

LI1001

Foundations of Language 1

Module Handbook 2019/2020

International Education Institute

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Timetable:

Key: SoS: Structure of Sentences, SiL: Sounds in Language, W&M: Words and Meanings

<u>Week beginning</u>	MONDAY	TUESDAY	THURSDAY	FRIDAY Tutorials
16 Sept Week 1	SoS LT	SoS LT	SoS LT	No tutorial
23 Sept Week 2	SoS LT	SoS LT	SoS LT	SoS
30 Sept Week 3	SiL AMS	SiL AMS	SiL AMS	SoS
7 Oct Week 4	SiL AMS	SiL AMS	SiL AMS	SiL
14 Oct Week 5	SoS LT	SoS LT	SoS LT	SoS
21 Oct Week 6	ILW	ILW	ILW	ILW
28 Oct Week 7	SiL AMS	SiL AMS	SOS Class Test LT	SiL
4 Nov Week 8	SiL Class Test AMS	SiL AMS	W&M KT	W&M
11 Nov Week 9	W&M KT	W&M KT	W&M KT	W&M
18 Nov Week 10	W&M KT	W&M KT	W&M KT	W&M
25 Nov Week 11	W&M KT	W&M KT	W&M Class Test KT	No tutorial

AMS Alison Malcolm-Smith amm3@st-andrews.ac.uk T: 2262
 JT Jenny Taylorson jt52@st-andrews.ac.uk T: 2271
 KT Kerry Tavakoli kt9@st-andrews.ac.uk T: 2645
 LT Lesley Thirkell lt@st-andrews.ac.uk T: 2263

Please note that some of the staff involved in lecturing or delivering tutorials on this module are also involved in international recruitment and therefore changes to who teaches and when may be made. Students will be informed via the **University** email system if there are any changes.

Tutorials

Tutorial attendance is compulsory on this module.

Wk	Topic	Description
2	Metalanguage	This tutorial will review and practise the terminology from the first Structure of Sentences lecture. Students should choose a newspaper article, find ten examples of different types of language (e.g. an adjective, a conjunction, a present participle, etc.) and bring the article to the tutorial to discuss.
3	Perfect Aspect	The tutorial will review and practise material on various aspects of the perfect aspect. Students should choose a newspaper article, find five examples of the perfect aspect and decide which particular use of the perfect is illustrated, from the uses discussed in the lecture. Bring the article to the tutorial to discuss.
4	Phonetic Alphabet	The tutorial will revise and consolidate knowledge of the simplified phonemic chart that was given in the lectures. Students will start to learn how to write words using the phonemic alphabet.
5	Modality and Conditionality	The tutorial will review and practice material on various aspects of modality. Students should choose a newspaper article, find five examples of modality and decide which particular use of modality is illustrated, from the uses discussed in the lecture. Bring the article to the tutorial to discuss. The tutorial will also consider the way conditionality is expressed in English.
6	No Tutorial	Independent Learning Week
7	Exploring Accents	The tutorial will describe accents using the phonological descriptions explored earlier in the module. In addition, personal and societal reactions to accents will be discussed. This tutorial will review the main ways in which a language acquires new words and will provide practice in morphological analysis.
8	Morphology and Word Formation	This tutorial will review the main ways in which a language acquires new words and will provide practice in morphological analysis. Students should bring a text - of any kind - from which they have selected five words, and decide how to analyse them.
9	Context, Connotation and Collocation	Students will complete a set of tasks designed to explore positive and negative connotations. Students should come to the tutorial with a word to present to the class, showing its different connotations in context.
10	Preparation for Words and Meanings class test	In this tutorial we will practice annotating a text(s) to show examples of word formation and morphology, connotation and denotation. The tutorial will revise some of the key content of the lectures in Words and Meanings and help prepare you for the class test.

Lecture Topics

Structure of Sentences

- Metalanguage
- Present time
- Past time
- The perfect aspect
- Future time
- Modality
- Nouns, determiners and adjectives
- Adverbs
- Pronouns

Sounds in Language

- The International Phonetic Alphabet
- Articulating consonants
- Articulating vowels
- Putting sounds together
- Putting words together
- Aspects of connected speech
- Suprasegmentals – stress and intonation
- Analysing intonation and meaning
- Accents in English

Words and Meanings

- Morphology
- Word formation
- Lexical relations
- Meaning in context
- Connotation and denotation
- Collocation and corpora
- Linguistic Relativism
- The Power of language
- English as a Global language

Reading Lists

The online reading list is available at:

<http://resourcelists.st-andrews.ac.uk/modules/li1001.html>

Class Hour

Lectures: 14.00 Monday, Tuesday, Thursday

Tutorials: Thursday 15.00 or Friday 14.00.

Lecture Format

Please note that the lectures will not be entirely teacher-centred and will include a certain amount of student participation.

Location

Lectures will take place in School 1, in the Quad. Tutorials will take place at the International Education Institute (IE), Kinnessburn, Kennedy Gardens and in St Mary's Seminar Room 1.

Module Co-ordinator

Lesley Thirkell lt@st-andrews.ac.uk T: 2263

MMS Administrator

Steven Bartholomew smb12@st-andrews.ac.uk T: 2276

Credits

Satisfactory completion of both the coursework and exam requirements of this module yields 20 credits.

General Description

The three components of this course are *Structure of Sentences* (Lesley Thirkell), *Sounds in Language* (Ally Malcolm-Smith) and *Words and Meanings* (Kerry Tavakoli). *Structure of Sentences* discusses how English grammar works. *Words and Meanings* explores how words are formed and how meaning is created in English. *Sounds in Language* examines the sounds we make and how we make them.

Module Aims

The aim of LI1001 is to give students an overview of how language works, with examples drawn mostly, but not entirely, from English. By the end of the module, students will be expected to:

- have an overall understanding of English grammar and how it is used in the 21st century
- have an overall understanding of the English sound system and how it can be displayed in writing
- have an understanding of English morphology, and some of the ways in which new words enter the vocabulary.

Please note that, in terms of assessment, **ONLY** English language examples should be discussed unless there are specific instructions to the contrary.

Handouts

During this module several handouts will be used. Most will be available on Moodle in advance of the lectures. Students will be expected to download and print their own copy if they would like a hard copy, or to bring a laptop or appropriate device to the lectures and tutorials and work electronically. If a handout is not available electronically, it will be supplied in the lecture or tutorial.

Transferable Skills and Employability

It is very important that while at university, students learn skills that will not only benefit their future studies but also their future careers. Overall, this module gives students a better insight into how English works. Through this, students can use the language to their advantage in a range of situations. The *Structure of Sentences* strand gives students a better understanding of how English grammar works, thus enabling them to enhance their own use of the language. The *Words and Meanings* coursework requires students to apply linguistic theory in the analysis of authentic texts, thus improving their ability to analyse data effectively. The *Sounds in Language* strand is useful for developing problem solving and analytical skills. Transferable skills gained through studying this module include:

- oral presentation skills
- discussion skills
- critical thinking skills
- analytical skills
- the ability to apply theory to practical situations
- an awareness of cultures
- an awareness of their own learning strategies and those of others
- evaluation skills
- the ability to consider the needs of others.

Virtual Learning Environment – Moodle

IE uses Moodle to deliver course content. The LI1001 module can be accessed by going to:

<http://moody.st-andrews.ac.uk/moodle/>

Click on the 'International Education Institute' section to find LI1001.

Assessment of the Module

Coursework constitutes 50% of the overall grade for the module and consists of three equally weighted class tests, one for each lecture strand. All three pieces of coursework must be completed in order for a student to be able to proceed to the examination. Please note that students must achieve a grade of **5.0+** in the coursework part of the module in order to proceed to the examination. All coursework must be completed by the end of the taught period of the semester.

- **Coursework** 50%
- **Two-hour Examination** 50%

All coursework and the examination must be completed in order for a student to gain credits for the module.

All coursework and the examination must be either word processed or written in pen. Pencil is **not** acceptable. Please note that dictionaries **are not allowed** in assessments for this module.

Students who fail to achieve a grade of **4.0+** in the module **will not** be allowed to resit the examination. Students must pass the exam in order to pass the module. For more detailed information about resit permissions, please refer to the **IE Undergraduate Modules Handbook**.

- **Re-assessment** Two-hour Examination 100%

STUDENTS WHO WILL BE ABSENT FROM A CLASS TEST, FOR WHATEVER REASON, MUST SUBMIT A SELF-CERTIFICATION FORM BEFORE THE TEST TAKES PLACE. FAILURE TO DO SO MAY WELL RESULT IN THE STUDENT NOT BEING ALLOWED TO TAKE THE TEST AT A LATER DATE AND SO NOT GAINING CREDITS FOR THE MODULE.

Please refer to the **IE Undergraduate Modules Handbook** for detailed absence reporting procedures.

Marking Criteria

The table below shows the broad marking criteria used for both the coursework and the examination.

17 - 20	This is an outstanding performance. It shows a clear and comprehensive understanding of the subject area, evidence of independent reading and of individual thought. The student provides their own sound examples to illustrate the points made.
14 – 16.9	This is a very good performance. The student shows a good understanding of the main points of the topic and has covered the ground in an intelligent and thoughtful way. There are clear examples to illustrate the points made and there is some evidence of independent thought.
11 – 13.9	This is a good performance. The student covers many of the main points and has understood the broad topic area, though in no obvious depth. There is no evidence of reading and little, if any, evidence of independent thought.
7 – 10.9	This is a satisfactory performance. The student covers some of the points discussed in the lecture but has also omitted many others. There is no evidence of reading or of independent thought. There are insufficient examples.
4 – 6.9	This is a fail. The student has demonstrated little understanding of the topic and the answer contains little of relevance to the question and provides almost no examples. Students who achieve a grade in this band do have the right to resit.
0 – 3.9	This is a fail. The student has not demonstrated any understanding of the topic and the answer contains almost nothing of relevance to the question. Students who achieve a grade in this band do not have the right to resit.

Coursework

Structure of Sentences

There are two parts to the test, taken in lecture time. In Part A, there will be several paragraphs from a newspaper and students will be asked to find one example of several grammatical terms e.g. definite article, proper noun, past participle. In Part B, students will be asked to label words in several sentences, again taken from a newspaper. A sample test with answers, from a previous year, are available on Moodle and each year the test follows a similar pattern. The test will be marked and totalled, and the raw score will be translated onto the University's 20-point reporting scale. After all students have completed the test, the answers will be posted on Moodle. The raw score to University grade conversion chart will be available on Moodle.

Words and Meanings

Students will be given two pieces of text and will identify examples of morphology, different types of word formation, connotations and lexical relations, and provide details of each example. The depth of knowledge and understanding displayed will determine the student's mark on the 20-point scale. The final tutorial will provide an opportunity to prepare for this task.

Sounds in Language

The test is based on everything you have learnt before ILW. There are five parts to the test, taken in lecture time. In the first part, students will hear sounds and match them to the vowel and consonant symbols. Then they will hear a word and will identify which transcribed word was said. Then students translate phonemic phrases into the Roman alphabet, and vice versa. Finally students describe how sounds are made. There is a sample test with a recording on Moodle. Please note that students will not be allowed into the examination room while the recording is being played - students must ensure they arrive and are seated before 14.00 as the test will begin promptly at 14.00. The test will be corrected and totalled and the raw score will be translated onto the University's 20-point reporting scale. After all students have completed the test, the answers will be posted on Moodle. The raw score to University grade conversion chart will be available on Moodle.

Late Submission/Completion of Coursework

Any request for a late test must be made by email to the Module Co-ordinator. If a student does not take a coursework test on the given date without prior agreement as above, they will lose one grade point per day including Saturdays and Sundays until they do take the test, up to a maximum of 20 days. After 20 days, the student will automatically be given a grade of OX.

However, all coursework must be completed by the end of the teaching period, which is the end of Week 11. This means that if a class test date is less than 20 days from the end of the taught phase, a student who has not completed all parts of the coursework by the end of Week 11 will automatically be given a grade of OX. Please see the **IE Undergraduate Modules Handbook** for more information about reporting codes.

Delivery of Coursework grades

Coursework grades will be delivered via the University's Module Management System (MMS). Students can access MMS by following the link on the student homepage or by going to:

<https://www.st-andrews.ac.uk/mms/>

Students will be informed when the grades are available, either in class or by email. If students have not used MMS before, we are happy to provide assistance. However, they should read the student user guide available on the MMS login page before approaching a member of staff for help.

Coursework Feedback

Feedback is an important, integral part of any learning process and IE staff are happy to provide additional feedback. After receiving marks, and having checked the answers on Moodle for the *Structure of Sentences* and *Sounds in Language* class tests, if students have questions regarding any of the assessments, please feel free to email the relevant lecturer and make an appointment to discuss the test further. Please refer to the **IE Undergraduate Modules Handbook** for detailed information about assessment feedback. IE will normally provide marks and feedback for coursework within 15 working days.

The Examination

In the examination, students must answer questions from all three sections. The sections are equally weighted and therefore it is suggested students spend an equal amount of time on each part.

Past papers can be viewed online on MySaint:

1. Login to MySaint using your University username and password:
<https://mysaint.st-andrews.ac.uk/uPortal/f/welcome/normal/render.uP>
2. Click on the 'Library and IT' tab.
3. Locate the 'Past papers' link.

Students who miss the examination through short term illness or weather-related travel issues will be offered another opportunity to take the examination on the final day of the examination diet. Students who choose not to take this opportunity because they are not planning to be in St Andrews will be awarded OX by the IE Examination Board. Students with long term illnesses will be reassessed at a later date. Please note that University regulations require students to be in St Andrews for the whole of the examination diet.

As with class tests, dictionaries **are not allowed** in the examination for this module.

Students whose handwriting is deemed indecipherable will be required to come to IE and dictate the script to a member of staff, who will transcribe it. The student will be charged for this service, a minimum of £25. The cost may be higher depending on how long the process takes. If the student has already

returned home, s/he will also be liable for the cost of returning to St Andrews. Any changes made to the script while dictating will constitute Academic Misconduct.

Structure of Sentences

The question asks students to describe, with examples, the form and function of two out of three grammar points. Form means what the grammar point 'looks like' and function means what it is used for. Form might include the affirmative, negative, interrogative and passive forms of a verb, for example. Function might include a discussion of the various types of nouns and what each is used for, for example. It is important to provide an example for every point made. Both answers will be marked directly onto the 20-point scale and then averaged.

Words and Meanings

Students will be asked to write an essay based on topics from the lectures. There will be a choice of two essay questions. Both essays will be marked directly onto the 20-point scale and then averaged.

Sounds in Language

There are two parts to this examination. In the first part, students have to identify how context changes the stress and intonation of a phrase they have transcribed, and give a definition of some terms. In the second part, they are asked to write a short answer to one question out of two. The topics include explaining aspects of pronunciation and describing accents. This will be marked and the raw score will be converted to the 20-point scale.

Examination Answers

When writing an essay to answer an examination question, students should aim to produce a modified version of a standard essay. In other words, please do not waste time writing a lengthy introduction and explaining the structure of the answer in great detail. Time is limited, and one or two sentences will be enough. On the other hand, do not become so minimalist that the answer is just a bullet-pointed list - this should only be done this if the student has seriously run out of time and needs to make a couple more points before the papers are collected. IE would certainly give a student some credit for points made in note form at the end of an essay in these circumstances. However, if the whole essay seems to be just a list of points, rather than an attempt to organise and structure the information, it would not be looked on so favourably. Likewise, in an examination, we would not expect students to quote so comprehensively, but they should still be able to produce key, short quotes to support the answer, as relevant. Please remember to read the questions and follow instructions. It is disappointing that every year students lose marks because, for example, they do not answer the required number of questions.

Absence from Examinations

If a student tells us he or she is ill AFTER taking an exam, the information about the illness will be discounted. A self-certification form MUST be submitted for any illness or special circumstance BEFORE

the assessment takes place. Please refer to the **IE Undergraduate Modules Handbook** for detailed absence reporting procedures.

Examination Feedback

As with coursework feedback IE believes examination feedback is an important part of any learning process. If students have any questions regarding their examination script or the examination in general, students should feel free to contact us at the beginning of Semester Two and we will be happy to go over the paper with them. Please refer to the **IE Undergraduate Modules Handbook** for detailed information about examination feedback.

Progression to LI1002

Both LI1001 and LI1002 are free-standing modules so students may take either one of the modules, or both of them, and in any order.

Absence and Self-Certification

If a student is absent from a compulsory part of a module, they must complete and submit a self-certification form. The form can be found **in the individual MySaint account**. In the case of LI1001, all tutorials are compulsory so if a student misses one, they must submit a self-certification. Completion of a self-certificate of absence does NOT exempt a student from fulfilling compulsory elements of a module, i.e. missing a compulsory element of a module can lead to an Academic Alert being issued regardless of whether the absence has been self-certified, explained or resolved.

Academic Alerts

Academic Alerts aim to help and support students who are having trouble coping with their studies; whether that is not handing in work on time, missing compulsory tutorials, or struggling with referencing or numeracy skills. The aim of the Alert system is to help students by flagging up problems before they seriously affect students' grades. Alerts will never appear on a student's permanent transcript.

Academic Alerts will be issued by email from either the LI1001 Module Co-ordinator or MMS Administrator and will tell students what is wrong (e.g. late submission of coursework) and what they are required to do (e.g. attend classes in future). There are different levels of alerts. They will tell students what support the University can offer. If students do not take the required action, this will be noted and eventually the student may be given a grade of zero and so will fail the module.

An **Academic Alert: Engagement** may be issued by IE when we are concerned that a student is not participating actively and fully in tutorials.

We may also send an **Academic Alert: Absence** after a student has missed TWO compulsory tutorials if no self-certification has been provided. Lectures on LI modules are not compulsory and therefore students are not required to submit self-certifications for lectures but of course may do so if they wish. A further **Academic Alert: Absence** will be issued if a student has missed THREE compulsory tutorials.

An **Academic Alert: Submission** will be issued if a student has missed a class test, and the student will be informed that they are losing one grade point for each day they do not take the test.

An **Academic Alert: Final** will be issued to any student who has:

- missed FOUR tutorials, regardless of their reason for missing the tutorials.
- not taken a class test after 20 days.

This means a student has missed too much of the module to be awarded credits and they will be awarded OX by the Module Exam Board. This would mean the student would not be given credits for the module.

IE understands that students do sometimes suffer from a range of illnesses or personal circumstances which prevent them from attending classes or tutorials. We are supportive and understanding of such cases and would strongly encourage students to discuss their situation with Student Services or with the relevant Module Co-ordinator.

IE, like all other University Schools, is not obliged to accept a self-certification. Illnesses such as flu do not just last for one day or indeed one hour. If a student has a serious illness, they will also be submitting self-certificates for other modules so if someone maintains they have, for example, a migraine but only for one hour or regularly only during IE modules, we are unlikely to accept the self-certification. Equally food poisoning every Monday or Friday is unlikely to be accepted. Having 'a cold' is also unlikely to be an acceptable reason for absence. Other unacceptable reasons might include having to wait at home for the Sky engineer or landlord, other appointments which should be made in non-teaching time, going on holiday with family members and so on.

If students are unsure about any of these issues, they should feel free to speak to the Module Co-ordinator.

Good Academic Practice

All assessed work, both written and spoken, submitted at university is expected to represent good academic practice and the University has an obligation to promote good academic practice (GAP). All students must be judged on their own performance and no student is allowed to gain an unfair advantage over others through any kind of academic misconduct.

For further details of the University's Good Academic Practice policy and for information about penalties for academic misconduct, please see:

<https://www.st-andrews.ac.uk/media/teaching-and-learning/documents/GAP%20Guide%20for%20Students.pdf>

Please note this link may not open in Safari.

Appeals

If a student would like to query a mark given for either a piece of coursework or the examination, or any other academic-related issue, the first step is to make an appointment with the Module Co-ordinator or the relevant member of staff, who will be happy to meet and explain why, for example, a particular mark

was given. In most cases, this explanation will be sufficient to clarify the matter. Students cannot challenge a mark or grade on the basis of questioning the academic judgement of the staff. Marks or grades can only be challenged on the basis of procedural irregularity or a student's special circumstances. If a student remains dissatisfied after meeting with the member of staff, they may use the University's Appeals Procedure. This policy is only used for academic issues. Details of the policy can be found at:

<http://www.st-andrews.ac.uk/students/rules/appeals/policy/>

Students should be aware that in any appeal procedure, a mark or grade may go down as well as up. For further details, please refer to the **IE Undergraduate Modules Handbook**.

Complaints

We very much hope that students will enjoy their time studying in IE but if they have any complaints, please come and discuss the issue with either the module co-ordinator or the relevant member of staff. We hope that we will be able to resolve the issue quickly and easily. However, if the student remains dissatisfied, please use the University's Complaints procedure. Details of the policy can be found at:

<http://www.st-andrews.ac.uk/administration/complaints/>

For further details, please refer to the **IE Undergraduate Modules Handbook**.

Staff-Student Council

During the semester, two students will be chosen to represent all the LI1001 students at the Staff-Student Council meeting. The meeting will be held on Wednesday 6th November at 14.00 in IE. If there are any issues about the module students would like to raise, please either contact the Module Co ordinator directly or speak with the module representatives.

Exchange Students

Please note we are unable to provide language proficiency certificates for this module.

External examiner

The External Examiner for LI1001 is Louis Harrison from the University of Nottingham. His email is louis.harrison@nottingham.ac.uk

LI1001 Foundations of Language 1

Module Contract 2019/20

100% COMPLETION OF THE COURSEWORK BY THE END OF THE TAUGHT PHASE AND COMPLETION OF THE EXAMINATION ARE NECESSARY TO GAIN THE CREDITS FOR THE MODULE.

Module Requirements

Students must meet the following requirements in order to be allowed to progress to the examination and gain credits:

1. Attendance at weekly tutorials
2. Completion of three class tests

The University requires students to fulfil module requirements for each module in order to gain the corresponding credits. If students fail to fulfil the requirements, they **are not** allowed to sit the examination and cannot complete the module or gain the corresponding credits.

Students must achieve a grade of 5.0+ in the coursework part of the module in order to proceed to the examination. Students must pass the examination (7.0+) in order to pass the module.

Attendance

A register will be kept at all tutorials. If students are ill or have some other unavoidable reason for absence from a tutorial, they must complete a Self-Certificate of Absence form, which can be found in MySaint online. If students miss four tutorials without appropriate reasons, they are likely to be awarded a grade of OX by the Module Examination Board. This means they cannot gain a grade or credits for the module.

Assessed Tasks

The three assessed tasks are completed during class time between 14.00 and 15.00. Each test begins at 5 past and ends at 5 to the hour. They are as follows:

- | | | |
|----|-----------------------------|----------------------|
| 1. | Structure of Sentences Test | Thursday 31 October |
| 2. | Sounds in Language Test | Monday 4 November |
| 3. | Words and Meanings Test | Thursday 28 November |

Each test represents one third of the 50% coursework element of the module.

Examination

The examination takes place in December. The provisional timetable is produced by the University Examinations Office in late October and confirmed in early November.

I have read and understood the requirements for LI1001 and I undertake to fulfil them.

Name..... Signed

Date