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### Timetable

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<td>Feedback and Revision</td>
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<td>Feedback and Revision</td>
</tr>
</tbody>
</table>

### Class Hour
Classes take place on Monday, Tuesday, Thursday and Friday at 16:00.

### Class Format
The classes will not be entirely teacher-centred and student participation is expected.

### Location
Classes will take place at ELT, Kinnessburn, Kennedy Gardens.

### Module Co-ordinator
Kerith George-Briant  
E-mail: kmg11@st-andrews.ac.uk  
Tel: 2296

### Teaching Staff
Kerith George-Briant (Mon, Tues)  
E-mail: kmg11@st-andrews.ac.uk  
Tel: 2296
Kirsty Duff (Thurs, Fri)  
E-mail: kd86@st-andrews.ac.uk  
Tel: 1784
Credits
Satisfactory completion of this module yields 20 credits.

General Description
ET2002 is a credit-bearing module. There are four classes a week, attendance at each of which is required. The work in each class is linked to and supports the work of the other classes.

Reading and Writing focuses on the ability to critically read texts and use them to provide support for ideas, plan and structure essays, as well as engage in good academic practice.
Listening Skills focuses on note-taking, extracting relevant information and the ability to summarise and synthesise information.
Seminar Skills provides opportunities to practise techniques for leading, controlling and contributing to discussions in an academic setting.

Module Learning Outcomes
By the end of the module, you will be expected to:
1. Demonstrate an overall understanding and application of academic English
2. Use academic English flexibly and effectively
3. Recognise and use a range of demanding longer texts
4. Undertake critical analysis, evaluation and/or synthesis of ideas, concepts, information and issues
5. Use a range of skills to present and evaluate arguments, information and ideas
6. Convey complex ideas in a well-structured and coherent form showing controlled use of organisational patterns, connectors and cohesive devices
7. Select and use standard ICT applications to process and obtain a variety of information and data
8. Exercise autonomy and initiative in carrying out defined activities on the module
9. Exercise managerial responsibility for the work of others in Seminar skills
10. Practice in ways that show awareness of own and others’ roles, responsibilities and contributions when carrying out tasks in Seminar skills

Handouts
During this module, several handouts will be used. Most will be available on MMS in advance of the classes. Students will be expected to download and print their own copy if they would like a hard copy, or to bring a laptop to class and work electronically. If a handout is not available electronically, it will be supplied in the class.

Transferable Skills and Employability
It is very important that while studying at University, you learn skills that will benefit not only your future studies but also your future careers. Overall, this module will give students a better insight
into how academic English works. The academic writing will help students to produce writing that conforms to a Western academic/business standard. The reading and listening modules will build strong analytical and note-taking skills. While the presentation practice in Seminar Skills will enable students to deliver their views more confidently.

Virtual Learning Environment – MMS
ET2002 uses MMS to deliver module content. You can access the ET2002 module by going to: https://www.st-andrews.ac.uk/mms/

Assessment of the Module

Coursework
- One 2000 word Essay 30%
- Seminar Skills participation 18%
- Seminar Skills leadership 12%

Examinations
- 1 hour Listening Examination 20%
- 2 hour Written Examination 20%

Reassessment
- 2 hour Written Examination 50%
- Oral Examination 50%

Students who fail to achieve a grade of 7.0 in the coursework will not be allowed to proceed to the examination. Students who fail to achieve a grade of 4.0 in the examination will not be allowed to resit. You must achieve a final overall grade of 7.0 to pass the module.

STUDENTS WHO WILL BE ABSENT FROM A CLASS TEST, FOR WHATEVER REASON, MUST NOTIFY ELT BEFORE THE TEST TAKES PLACE. FAILURE TO DO SO MAY WELL RESULT IN THE STUDENT NOT BEING ALLOWED TO TAKE THE EXAMINATION AND NOT GAINING CREDITS FOR THE MODULE.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tr>
<td>17.0 - 20</td>
<td>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.</td>
</tr>
<tr>
<td>14.0 - 16.9</td>
<td>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.</td>
</tr>
<tr>
<td>Score Range</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>11.0 - 13.9</td>
<td>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.</td>
</tr>
<tr>
<td>7.0 - 10.9</td>
<td>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.</td>
</tr>
<tr>
<td>4.0 - 6.9</td>
<td>This is a fail. The student has demonstrated little understanding of the topic, 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.</td>
</tr>
<tr>
<td>0 - 3.9</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Coursework**

**Seminar Skills**

**Task 1**
Prepare a 15 - 20 minute lecture with a 20 - 25 minute follow up seminar based on a topic chosen from a list given in class. You will be required post readings or other suitable links up on Padlet. You will be assessed on the content of the lecture and follow up seminar, which should be aimed at an educated, non-specialist audience (i.e. your classmates).

**Task 2**
On a weekly basis, as an audience member (i.e. when you are not presenting your own lecture / seminar), you are expected to carry out the research required by the lecturer / seminar leader available on Padlet. You should also be prepared to respond to the leader’s questions and discussion points.

**Deadlines**
Your lecture / seminar will take place within weeks 6 – 11 (tbc – depending on numbers).

**Marking Criteria**
A copy of the marking scheme will be given out in Week 1.

**Absence**
If you are unable to attend class on the day of your assessed seminar as a leader, for whatever reason, you must notify ELT before the class begins. In the case of genuine sickness or unavoidable circumstances, you will be offered a new assessment date. If you are regularly absent from the seminar classes, your participation mark may be affected even though your absence is due to genuine sickness or unavoidable.
**Academic Essay**

All coursework should be word processed unless other instructions are given and should include a completed cover page with the student’s ID number, module number and title of the assignment, which is available on MMS. Work in pencil is **not** acceptable.

**Task**

You must complete a 2000 word essay during the semester. The scope of the essay topic is open, however you are strongly advised to consult your other module tutors to select a topic that will give you added motivation to read and utilise your set texts. You might also consider answering a past paper question. Your ET2002 tutor will check that the essay has not been submitted for assessment on any other University module.

**Deadlines**

Submit by email to the Module Co-ordinator for approval an essay question plan and reading at the end of week 5: 01 March 2019. Deadline 16:00.

Submit your 2000-word academic essay through MMS on 08 April 2019. Deadline 16:00.

**Marking Criteria**

A copy of the marking scheme will be given out in Week 1.

**Late Submission/Completion of Coursework**

Any request for late submission or late tests must be made by email to the Module Coordinator before the deadline.

Any assignment or piece of work constituting part of the coursework that is submitted late without the prior agreement of either the Module Co-ordinator or the member of staff who set the task will be penalised by one grade point per day. In the context of electronic submission of assessed work, every day of the week will be considered as counting towards a late penalty. This rule will apply to all holidays (public and University) and includes weekends, with Saturday and Sunday each counting as one day. After 20 days, a student will automatically be awarded 0X. This means the student cannot sit the examination and will so lose his/her credits for the module.

Similarly, if a student does not take a test which is part of coursework on the given date without prior agreement as above, they will lose one grade point per day until they do take the test up to a maximum of 20 working days. After 20 days, the student will automatically be issued with an Academic Alert: Final.

All coursework must be completed by the end of the taught phase. This means that if a submission date or 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 issued with an Academic Alert: Final.

**Delivery of Coursework Marks - MMS**

Coursework marks will be communicated via the University's Module Management System (MMS). You can access MMS by following the link on the student homepage or by going to:
Students will be informed when the marks will be available, either in class or by email. If you have not used MMS before, we are happy to provide assistance. However, please the student user guide available on the MMS login page before approaching a member of staff for help.

**Coursework Feedback**
Feedback is an important part of the learning process. Feedback will be provided for each piece of coursework. If students have any further questions, they are very welcome to contact the relevant tutor and arrange an appointment to discuss remaining issues. Please refer to the ELT Undergraduate Module Handbook for detailed information about assessment feedback. Under normal circumstances, ELT intends to return coursework within 15 working days of the submission date. **Please note this does not include the two weeks of the mid-semester break.**

**The Examination**

**Listening**

**Task**
You will listen to two or three recordings. You should take notes as you listen to each. There will be a short break between each recording. You will hear each recording **once only**. After you have listened to the recordings, you should spend some time reviewing your notes and organising the information you have collected. You should notice that the recordings have common themes but there are also individual points to be made. You should write up your notes into a synthesised summary of between 200 and 400 words in length.

**Marking Criteria**
You will be marked on task fulfillment, language and structure.

**Dictionaries**
No dictionaries are allowed.

**Writing**

**Task**
In the final writing class of the semester, Monday 22 April 2019, you will be given the examination essay question, and some general quotations on the topic to stimulate your thoughts. In the examination (held in the Examination Diet – date and location set by the University), you will also be given source material, which you must use to support your essay answer. There is no word limit given, in order to encourage quality rather than quantity.

**Marking Criteria**
You will be assessed on task fulfilment, language and structure.

**Dictionaries**
ELT is happy for you to use paper English-English (not electronic) dictionaries during the writing examination. Please use your own or sign out a dictionary from ELT by contacting your module tutor. A member of staff will then look through the dictionary at the start of the examination.
Past papers are available online on MySaint at: https://mysaint.st-andrews.ac.uk/
1. Log in using your University username and password.
2. Click on the ‘Library and IT’ tab.
3. Locate the ‘Past papers’ link.

Some past papers will be used in class.

**Absence from Examinations**
If a student reports that s/he is ill after taking an examination, the information about the illness will be discounted. We must be informed about any illness or special circumstance before the assessment takes place. Please consult the ELT departmental handbook for detailed procedures on reporting absence from an examination.

**Examination Feedback**
As with coursework feedback, ELT believes examiner feedback is an important part of any learning process. If students have any questions regarding the examination, they should feel free to contact us after the results are published in June and we will be happy to go over your paper with you. Please refer to the ELT Undergraduate Modules Handbook for detailed information about examination feedback.

**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 ET2002, all classes 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.

ELT 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.

ELT, 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 ELT 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.
Academic Alerts

Academic Alerts are a way of helping students who are having trouble coping with their studies, such as missing deadlines for handing in work, or missing compulsory tutorials.

The aim of the Alert system is to help students by flagging up problems before they seriously affect students’ grades. Academic Alerts will be issued by email from the Module Co-ordinator and will tell students what is wrong and what they are required to do (e.g. attend classes in future). The Alerts will also tell students what support the University can offer. If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module. The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student’s permanent transcript.

We will also send an Academic Alert: Attendance after a student has missed THREE compulsory classes on an ET module if no self certification has been provided.

A further Academic Alert: Attendance will be issued if a student misses a FOURTH compulsory class, with no self certification provided.

A final Academic Alert: Attendance will be issued to a student who has missed SIX compulsory classes on an ET module with or without self certification being produced.

An Academic Alert: Final is issued to any student, regardless of the reason for their missing the classes or tutorials, after they have missed EIGHT classes on an ET module.

An Academic Alert: Final means a student has missed too much of the module to be awarded credits and will be awarded 0X by the Module Exam Board. This would mean the student would not be given credits for the module.

For more information on Academic Alerts and details on how the categories work, see: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/AcademicAlerts.pdf

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 read the ELT UG Handbook and see:

https://www.st-andrews.ac.uk/students/rules/academicpractice/
**Appeals**

If a student would like to query a grade 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 with you and explain why, for example, a particular mark or grade was given. In most cases, this explanation will be sufficient to clarify the matter. If, however, you remain dissatisfied, you may use the University's Appeals Procedure. Please note this policy is only used for academic issues and appeals to Senate are admissible only on limited grounds and the process cannot be used to challenge matters of academic judgment. Details of the policy can be found at:

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

Please also refer to the ELT UG Handbook.

**Complaints**

We very much hope that students will enjoy their time studying in ELT but if you 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 you remain dissatisfied, you may 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 ELT UG Handbook.

**Student staff consultative committee**

Two students will be chosen to represent all the ET2002 students at the Staff-Student Council meeting. If there are any issues about the course you would like to raise, please either contact Kerith George-Briant directly or speak with the module representatives. The Staff-Student Council will be held in ELT, in Room G on 10 April 2019 at 14:00.

**Non-Native Speakers and Dictionaries**

ELT is happy for non-native students to use paper (not electronic) dictionaries during the writing exam. However, you must email or write making the request to the Module Co-ordinator, in the first instance. A member of staff will look through the dictionary at the beginning of the assessment.

**Erasmus Students**

Please note that language proficiency certificates can be signed for this module. The level of proficiency awarded will be at the discretion of the Module Co-ordinator dependent on student performance and will not necessarily reflect the student's needs.

**External Examiner**

The external examiner for ET2002 is Louis Harrison from the University of Nottingham. His email is louis.harrison@nottingham.ac.uk
ET2002 Academic English 2: Module Contract 2018/19

100% COMPLETION OF THE CONTINUOUS ASSESSMENT BY THE END OF THE TAUGHT PHASE AND COMPLETION OF THE EXAMINATIONS IS 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 all four classes each week.
2. Completion of all coursework by the end of the taught phase.

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

You must achieve a grade of 7.0 or more in the coursework part of the module in order to proceed to the examination. You must pass the examination (7.0) in order to pass the module.

Attendance
An electronic register will be kept on MMS for all classes. It is a University requirement that students who have been absent complete and submit a Self-Certification form, though MySaint:

https://mysaint.st-andrews.ac.uk/

Assessed Tasks
• Academic Essay of 2000 words
• Weekly participation in all seminar classes
• Leadership of one seminar

Examinations
The examinations take place in May 2019, exact date tbc. The examination timetable is produced by the University Examinations Officer in mid-March.

Two examinations must be sat.
• 1 hour Listening Examination
• 2 hour Writing Examination
Each exam constitutes 20% of the final grade for ET2002.

I have read and understood the module requirements for ET2002 and I undertake to fulfil them.

Signed ..............................................................

Date ......................................................