EFLA301

English as a Foreign Language Mastery

S1 Day 2019

Dept of International Studies

Contents

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General Information

Unit convenor and teaching staff
Unit Convenor
Richard Robinson
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Credit points
3

Prerequisites
(EFLA201 and EFLA202) or (39cp at 100 level or above)

Corequisites

Co-badged status

Unit description
This unit is designed for students from non-English speaking backgrounds, aiming to develop their English language skills in reading, listening, speaking and writing to a high level. It provides ample opportunities for students to acquire the language skills required for highly proficient language users who can master the language flexibly and appropriately for a wide range of academic and professional contexts. Students will work actively towards acquiring high level language skills through examining a variety of spoken and written texts encountered in Australian academic and professional settings, and developing a nuanced understanding of the structural properties of the language. Students will practise academic and professional language skills through various in-class tasks such as discussions of current issues, debates, role plays, text analysis, presentations, academic writing, and business writing. This unit is taught in blended mode with regular online activities and meaningful assessment tasks designed to develop students' language skills as well as ability for self-directed learning. This unit enables students to work towards becoming highly competent and effective communicators.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.

Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.

Collaborate effectively in pair and group work.

Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.

Apply language skills to achieve effective interpersonal communication.

Select appropriate independent learning activities and manage individually-tailored program of such activities.

General Assessment Information

Indicative examples and marking rubrics for all assessment types are to be found in the unit iLearn site.

Late Assessment Penalty

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

Assessment Tasks

Name	Weighting	Hurdle	Due
Business email	15%	No	Last lesson Week 2
Short assignments	25%	No	Weeks 3, 6, 9 &13 Last lesson
Essay	30%	No	Last lesson Week 10
Group Discussion	15%	No	Week 12 Schedule to be set
Participation	15%	No	Weekly

Business email

Due: **Last lesson Week 2**
Weighting: **15%**

Students will be asked to write a 150 words business email based on a given topic. This is an individual assessment task.

On successful completion you will be able to:

- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.
- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.
- Apply language skills to achieve effective interpersonal communication.
- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Short assignments

Due: **Weeks 3, 6, 9 &13 Last lesson**
Weighting: **25%**

4 short assignments, one on each of the following four areas: Reading, listening, grammar and vocabulary.

On successful completion you will be able to:
- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.
- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Essay

Due: **Last lesson Week 10**
Weighting: **30%**

The text will be assessed on its structure, content and language use.

On successful completion you will be able to:
- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.
- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.
- Apply language skills to achieve effective interpersonal communication.

- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Group Discussion

Due: **Week 12 Schedule to be set**
Weighting: **15%**

A maximum of 4 students per group will participate in a discussion in class. Each group will be assigned a topic.

On successful completion you will be able to:

- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.
- Collaborate effectively in pair and group work.
- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.
- Apply language skills to achieve effective interpersonal communication.
- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Participation

Due: **Weekly**
Weighting: **15%**

Both the frequency and quality of participation will be assessed.

On successful completion you will be able to:

- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Collaborate effectively in pair and group work.
- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.
- Apply language skills to achieve effective interpersonal communication.

Delivery and Resources

Required Reading

Required readings for each week will be listed on Ilearn in the corresponding weekly block.

Readings will be assigned once the initial needs analysis is conducted in week 1 and the needs of the cohort are identified.

TECHNOLOGY USED AND REQUIRED

Online Unit

Login is via: https://ilearn.mq.edu.au/

Is my unit in iLearn?: http://help.ilearn.mq.edu.au/unitsonline/ to check when your online unit will become available.

Technology

Students are required to have regular access to a computer and the internet. Mobile devices alone are not sufficient.

For students attending classes on campus we strongly encourage that you bring along your own laptop computer, ready to work with activities in your online unit. The preferred operating system is Windows 10.

Students are required to access the online unit in iLearn by the end of Week 1 and follow any relevant instructions and links for downloads that may be required. If applicable, students are required to download the relevant language package prior to Week 2.

Please contact your course convenor **before** the end of **Week 1** if you do not have a suitable laptop (or tablet) for in-class use.

- **For central technical support go to:** http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/
- **For student quick guides on the use of iLearn go to:** https://students.mq.edu.au/support/study/tools-and-resources/ilearn/ilearn-quick-guides-for-students

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure

- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy *(Note: The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Undergraduate students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/study/getting-started/student-conduct

Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

If you are a Global MBA student contact globalmba.support@mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.
- Apply language skills to achieve effective interpersonal communication.

Assessment tasks

- Business email
- Short assignments
- Essay
- Group Discussion
- Participation

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Collaborate effectively in pair and group work.
- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.

- Apply language skills to achieve effective interpersonal communication.
- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Assessment tasks

- Business email
- Short assignments
- Essay
- Group Discussion
- Participation

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.
- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.
- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Assessment tasks

- Business email
- Short assignments
- Essay
- Group Discussion
- Participation

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them

competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.
- Collaborate effectively in pair and group work.
- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.
- Apply language skills to achieve effective interpersonal communication.
- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Assessment tasks

- Business email
- Short assignments
- Essay
- Group Discussion
- Participation

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.

- Collaborate effectively in pair and group work.

- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.

- Apply language skills to achieve effective interpersonal communication.

- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Assessment tasks

- Business email

- Short assignments

- Essay

- Group Discussion

- Participation

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Collaborate effectively in pair and group work.

- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.

- Apply language skills to achieve effective interpersonal communication.

- Select appropriate independent learning activities and manage individually-tailored program of such activities.

Assessment tasks

- Business email

- Short assignments

- Essay

- Group Discussion

- Participation

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Demonstrate English language skills needed in order to communicate effectively in Australian academic and social settings.
- Acquire knowledge needed to analyse and interpret text types encountered in Australian academic and social settings.
- Collaborate effectively in pair and group work.
- Employ coherent and logical structures to produce English text types appropriate for Australian academic and social settings.
- Apply language skills to achieve effective interpersonal communication.

Assessment tasks

- Business email
- Short assignments
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- Group Discussion
- Participation

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcome

- Apply language skills to achieve effective interpersonal communication.

Assessment tasks

- Business email

- Essay
- Group Discussion
- Participation

Changes since First Published

Date	Description
18/03/2019	Updated assessment tasks to more effectively balance the weekly student workload for this session.