

GMN 310

Advanced German I

S1 External 2018

Dept of International Studies

Contents

General Information	2
Learning Outcomes	2
General Assessment Information	3
Assessment Tasks	4
Delivery and Resources	7
Policies and Procedures	9
Graduate Capabilities	10
Changes since First Published	20

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General Information

Unit convenor and teaching staff

Convenor

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AHH L2 North Wing

Lecturer

Susana Catalina Prat

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AHH L2 North Wing

Credit points

3

Prerequisites

6cp at 200 level including GMN288

Corequisites

Co-badged status

Unit description

In this Advanced German I unit students are able to further develop their speaking and listening skills with the help of authentic material from German speaking countries. The unit also expands students' ability to read and write German. The class work in this unit as well as the tasks set for independent study enable students to develop the level of complexity in speaking, listening, reading and writing German which is required for the Zertifikat C1, the upper-intermediate-level exam set by the Goethe-Institut. This unit gives students the opportunity to sit for the Zertifikat C1 at the end of the year. Assessment is by tests, assignments and examination.

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:

Listening skills: Students will work towards understanding extended speech and follow even complex lines of argument even if the topic is not entirely familiar; to understand general spoken language at normal speech rate even if the accent is unfamiliar; to extract specific information and follow the significant points in an oral utterance; to understand relatively long radio talks and interviews; to understand the majority of films in standard dialect.

Reading skills: Students will work towards understanding a wide range of written texts, including longer, more complex factual texts, commentaries and reports; clearly identifying and extracting information from a wide range of sources, including statistical information. Students will have developed strategies to understand the meaning of unfamiliar words from the context; to understand frequently used set expressions. Speaking skills: Students will be able to express themselves spontaneously without much obvious searching for expressions; use language flexibly and effectively for social purposes; produce an oral presentation in order to present argument for or against something; negotiate decision-making processes taken from an everyday life-context with a partner. They will be working towards expressing themselves spontaneously and fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion. Writing skills: Students will be able to write a clear, well-structured text, interpreting or expressing points of view at some length; write about increasingly complex subjects; write in a style appropriate to the reader in mind; express and justify opinions and give arguments supporting their point of view; explain and compare ideas presented to them in a text which presents familiar content to them; use appropriate devices to ensure the smooth flow of a piece of writing most of the time; produce a text with few grammatical mistakes that would substantially interfere with the reader's understanding. Students will be working towards expressing themselves clearly and logically in essays on complex issues, choosing the right kind of expression to appeal to the reader.

General Assessment Information

Indicative examples of assessment tasks will be available on iLearn.

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.

Name	Weighting	Hurdle	Due
Participation	10%	No	Weekly
Presentation	10%	No	Weeks 9-12
Assignments and Tests	45%	No	As outlined in semester plan.
Final Test	35%	No	Week 13, Date t.b.c.

Participation

Due: Weekly Weighting: 10%

Preparation & Participation in class (internal students) and in online tasks; *Referat* (oral presentation), dialogue (Zertifikat, Mündlicher Ausdruck 2)

Attendance at all classes is compulsory. Students prevented from attending a class through illness or other valid reasons should notify either the course convener or the Department of International Studies' Administrator, Ms Jennifer Heward (9850 7005).

Students are expected to prepare the course work to be covered in class in advance, as set out in programs or announced in class. They should also set time aside for regular revision of material covered in class and in previous study.

On successful completion you will be able to:

- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
 general spoken language at normal speech rate even if the accent is unfamiliar; to
 extract specific information and follow the significant points in an oral utterance; to
 understand relatively long radio talks and interviews; to understand the majority of films
 in standard dialect.
- Reading skills: Students will work towards understanding a wide range of written texts, including longer, more complex factual texts, commentaries and reports; clearly identifying and extracting information from a wide range of sources, including statistical information. Students will have developed strategies to understand the meaning of unfamiliar words from the context; to understand frequently used set expressions.
- Speaking skills: Students will be able to express themselves spontaneously without much obvious searching for expressions; use language flexibly and effectively for social purposes; produce an oral presentation in order to present argument for or against

- something; negotiate decision-making processes taken from an everyday life-context with a partner. They will be working towards expressing themselves spontaneously and fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion.
- Writing skills: Students will be able to write a clear, well-structured text, interpreting or expressing points of view at some length; write about increasingly complex subjects; write in a style appropriate to the reader in mind; express and justify opinions and give arguments supporting their point of view; explain and compare ideas presented to them in a text which presents familiar content to them; use appropriate devices to ensure the smooth flow of a piece of writing most of the time; produce a text with few grammatical mistakes that would substantially interfere with the reader's understanding. Students will be working towards expressing themselves clearly and logically in essays on complex issues, choosing the right kind of expression to appeal to the reader.

Presentation

Due: Weeks 9-12 Weighting: 10%

Students will draw on a range of resources on presenting skills and powerpoint preparation in Weeks 1-8, and then present in groups of 2-3 in Weeks 9-12.

On successful completion you will be able to:

- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
 general spoken language at normal speech rate even if the accent is unfamiliar; to
 extract specific information and follow the significant points in an oral utterance; to
 understand relatively long radio talks and interviews; to understand the majority of films
 in standard dialect.
- Speaking skills: Students will be able to express themselves spontaneously without much obvious searching for expressions; use language flexibly and effectively for social purposes; produce an oral presentation in order to present argument for or against something; negotiate decision-making processes taken from an everyday life-context with a partner. They will be working towards expressing themselves spontaneously and fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion.

Assignments and Tests

Due: As outlined in semester plan.

Weighting: 45%

Assignments and Class Tests, including material preparing for the *Zertifikat C1*. (Please consult iLearn for the semester plan.)

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.

On successful completion you will be able to:

- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
 general spoken language at normal speech rate even if the accent is unfamiliar; to
 extract specific information and follow the significant points in an oral utterance; to
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 in standard dialect.
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- Writing skills: Students will be able to write a clear, well-structured text, interpreting or expressing points of view at some length; write about increasingly complex subjects; write in a style appropriate to the reader in mind; express and justify opinions and give arguments supporting their point of view; explain and compare ideas presented to them in a text which presents familiar content to them; use appropriate devices to ensure the smooth flow of a piece of writing most of the time; produce a text with few grammatical mistakes that would substantially interfere with the reader's understanding. Students will be working towards expressing themselves clearly and logically in essays on complex issues, choosing the right kind of expression to appeal to the reader.

Final Test

Due: Week 13, Date t.b.c.

Weighting: 35%

Internal and external students enrolled in units are required to sit a compulsory final online test

(to be held during business hours) in Week 13. The exact date and time will be announced in Week 6. Do not expect that alternative test arrangements will be made for you. The only exceptions to this are:

- a) members of the armed forces who must go away on duty;
- b) students representing Australia or the University in a national or international sporting or cultural event;
- c) students proceeding to a period of study in a foreign country associated with a Macquarie University program of study.

On successful completion you will be able to:

- Reading skills: Students will work towards understanding a wide range of written texts, including longer, more complex factual texts, commentaries and reports; clearly identifying and extracting information from a wide range of sources, including statistical information. Students will have developed strategies to understand the meaning of unfamiliar words from the context; to understand frequently used set expressions.
- Writing skills: Students will be able to write a clear, well-structured text, interpreting or expressing points of view at some length; write about increasingly complex subjects; write in a style appropriate to the reader in mind; express and justify opinions and give arguments supporting their point of view; explain and compare ideas presented to them in a text which presents familiar content to them; use appropriate devices to ensure the smooth flow of a piece of writing most of the time; produce a text with few grammatical mistakes that would substantially interfere with the reader's understanding. Students will be working towards expressing themselves clearly and logically in essays on complex issues, choosing the right kind of expression to appeal to the reader.

Delivery and Resources

TIMETABLE

For current updates, lecture times and classrooms please consult the MQ Timetables website: https://timetables.mq.edu.au/

An on-campus session for external students will be offered if three or more students confirm their attendance prior to the set date. Please monitor the iLearn platform for further information.

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Required texts:

 Perlmann-Balme et al (2008): em neu Abschlusskurs. Kursbuch neu (Deutsch als Fremdsprache - Niveaustufe C)1. Ismaning: Max Hueber Verlag. (ISBN 978-3-19-501697-1)

 Orth-Chambah, J. et al.(2008): em Abschlusskurs. Arbeitsbuch neu (Deutsch als Fremdsprache Niveaustufe C1) Ismaning: Max Hueber Verlag. (ISBN 978-3-19-511697-8)

Please note: Please do not purchase the old edition as it differs substantially from the new text.

 Dreyer, H. & R. Schmitt: Lehr- und Übungsbuch der Deutschen Grammatik -Neubearbeitung: 'Die neue Gelbe'. (Taschenbuch), Ismaning: Verlag für Deutsch – latest edition.

Recommended texts:

- Terrell, P. et al, Collins German-English, English-German (Großwörterbuch Deutsch-Englisch, Englisch-Deutsch)
- Götz, D., Haensch, G. & H. Wellmann, Langenscheidts Großwörterbuch Deutsch als Fremdsprache, Berlin/München: Latest edition.

As these are rather costly, we will provide a copy for you to work with in W6A 206 and there is also a copy available in the library.

Recommended online dictionary:

http://dict.leo.org/

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_unit
 s/information_technology/help/
- For student quick guides on the use of iLearn go to: https://students.mq.edu.au/sup
 port/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.m.q.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 <u>Student Policy Gateway</u> (htt <u>ps://students.mq.edu.au/support/study/student-policy-gateway</u>). 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 shown in *iLearn*, 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 <u>eStudent</u>. For more information visit <u>ask.m</u> <u>q.edu.au</u>.

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 <u>Disability Service</u> 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

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 <u>Acceptable Use of IT Resources Policy</u>. 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:

- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
 general spoken language at normal speech rate even if the accent is unfamiliar; to
 extract specific information and follow the significant points in an oral utterance; to
 understand relatively long radio talks and interviews; to understand the majority of films
 in standard dialect.
- Reading skills: Students will work towards understanding a wide range of written texts, including longer, more complex factual texts, commentaries and reports; clearly

- identifying and extracting information from a wide range of sources, including statistical information. Students will have developed strategies to understand the meaning of unfamiliar words from the context; to understand frequently used set expressions.
- Speaking skills: Students will be able to express themselves spontaneously without much obvious searching for expressions; use language flexibly and effectively for social purposes; produce an oral presentation in order to present argument for or against something; negotiate decision-making processes taken from an everyday life-context with a partner. They will be working towards expressing themselves spontaneously and fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion.
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- Participation
- Presentation

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

Speaking skills: Students will be able to express themselves spontaneously without
much obvious searching for expressions; use language flexibly and effectively for social
purposes; produce an oral presentation in order to present argument for or against
something; negotiate decision-making processes taken from an everyday life-context
with a partner. They will be working towards expressing themselves spontaneously and

- fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion.
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- Participation
- Presentation
- Assignments and Tests

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.

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- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
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 extract specific information and follow the significant points in an oral utterance; to
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Assessment task

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:

- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
 general spoken language at normal speech rate even if the accent is unfamiliar; to
 extract specific information and follow the significant points in an oral utterance; to
 understand relatively long radio talks and interviews; to understand the majority of films
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- Participation
- Presentation
- · Assignments and Tests
- · Final Test

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

 Listening skills: Students will work towards understanding extended speech and follow even complex lines of argument even if the topic is not entirely familiar; to understand general spoken language at normal speech rate even if the accent is unfamiliar; to

- extract specific information and follow the significant points in an oral utterance; to understand relatively long radio talks and interviews; to understand the majority of films in standard dialect.
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- Speaking skills: Students will be able to express themselves spontaneously without much obvious searching for expressions; use language flexibly and effectively for social purposes; produce an oral presentation in order to present argument for or against something; negotiate decision-making processes taken from an everyday life-context with a partner. They will be working towards expressing themselves spontaneously and fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion.
- Writing skills: Students will be able to write a clear, well-structured text, interpreting or expressing points of view at some length; write about increasingly complex subjects; write in a style appropriate to the reader in mind; express and justify opinions and give arguments supporting their point of view; explain and compare ideas presented to them in a text which presents familiar content to them; use appropriate devices to ensure the smooth flow of a piece of writing most of the time; produce a text with few grammatical mistakes that would substantially interfere with the reader's understanding. Students will be working towards expressing themselves clearly and logically in essays on complex issues, choosing the right kind of expression to appeal to the reader.

- Participation
- Presentation
- Assignments and Tests
- Final Test

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

- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
 general spoken language at normal speech rate even if the accent is unfamiliar; to
 extract specific information and follow the significant points in an oral utterance; to
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- Writing skills: Students will be able to write a clear, well-structured text, interpreting or expressing points of view at some length; write about increasingly complex subjects; write in a style appropriate to the reader in mind; express and justify opinions and give arguments supporting their point of view; explain and compare ideas presented to them in a text which presents familiar content to them; use appropriate devices to ensure the smooth flow of a piece of writing most of the time; produce a text with few grammatical mistakes that would substantially interfere with the reader's understanding. Students will be working towards expressing themselves clearly and logically in essays on complex issues, choosing the right kind of expression to appeal to the reader.

Assessment tasks

- Participation
- Presentation
- Final Test

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:

- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
 general spoken language at normal speech rate even if the accent is unfamiliar; to
 extract specific information and follow the significant points in an oral utterance; to
 understand relatively long radio talks and interviews; to understand the majority of films
 in standard dialect.
- Reading skills: Students will work towards understanding a wide range of written texts, including longer, more complex factual texts, commentaries and reports; clearly identifying and extracting information from a wide range of sources, including statistical information. Students will have developed strategies to understand the meaning of unfamiliar words from the context; to understand frequently used set expressions.
- Speaking skills: Students will be able to express themselves spontaneously without much obvious searching for expressions; use language flexibly and effectively for social purposes; produce an oral presentation in order to present argument for or against something; negotiate decision-making processes taken from an everyday life-context with a partner. They will be working towards expressing themselves spontaneously and fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion.
- Writing skills: Students will be able to write a clear, well-structured text, interpreting or expressing points of view at some length; write about increasingly complex subjects; write in a style appropriate to the reader in mind; express and justify opinions and give arguments supporting their point of view; explain and compare ideas presented to them in a text which presents familiar content to them; use appropriate devices to ensure the smooth flow of a piece of writing most of the time; produce a text with few grammatical mistakes that would substantially interfere with the reader's understanding. Students will be working towards expressing themselves clearly and logically in essays on complex issues, choosing the right kind of expression to appeal to the reader.

- Participation
- Presentation
- Assignments and Tests
- Final Test

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 outcomes

- Speaking skills: Students will be able to express themselves spontaneously without much obvious searching for expressions; use language flexibly and effectively for social purposes; produce an oral presentation in order to present argument for or against something; negotiate decision-making processes taken from an everyday life-context with a partner. They will be working towards expressing themselves spontaneously and fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion.
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Assessment tasks

- Participation
- Assignments and Tests

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

- Listening skills: Students will work towards understanding extended speech and follow
 even complex lines of argument even if the topic is not entirely familiar; to understand
 general spoken language at normal speech rate even if the accent is unfamiliar; to
 extract specific information and follow the significant points in an oral utterance; to
 understand relatively long radio talks and interviews; to understand the majority of films
 in standard dialect.
- Reading skills: Students will work towards understanding a wide range of written texts, including longer, more complex factual texts, commentaries and reports; clearly identifying and extracting information from a wide range of sources, including statistical information. Students will have developed strategies to understand the meaning of unfamiliar words from the context; to understand frequently used set expressions.
- Speaking skills: Students will be able to express themselves spontaneously without much obvious searching for expressions; use language flexibly and effectively for social purposes; produce an oral presentation in order to present argument for or against something; negotiate decision-making processes taken from an everyday life-context with a partner. They will be working towards expressing themselves spontaneously and fluently when stating their own opinions on increasingly complex subjects; formulating their thoughts and views precisely and making detailed contributions to a discussion.
- Writing skills: Students will be able to write a clear, well-structured text, interpreting or expressing points of view at some length; write about increasingly complex subjects; write in a style appropriate to the reader in mind; express and justify opinions and give arguments supporting their point of view; explain and compare ideas presented to them in a text which presents familiar content to them; use appropriate devices to ensure the smooth flow of a piece of writing most of the time; produce a text with few grammatical mistakes that would substantially interfere with the reader's understanding. Students will be working towards expressing themselves clearly and logically in essays on complex issues, choosing the right kind of expression to appeal to the reader.

- Participation
- Assignments and Tests

Changes since First Published

Date	Description
19/01/2018	Changed to reflect new late submission policy.
19/01/2018	Changed to reflect new late submission policy.