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| UNIVERSITAS PELITA HARAPAN | FACULTY OF LIBERAL ARTS | | | |
| COURSE OUTLINE | | | |
| WU11703 : | TOEFLiBTPreparation (Internet-Based) (High Intermediate) | | |
| Credit hours : | 2 | | |
| Academic Year : | 2013 / 2014(130 minutes) | | |
| Semester : | Even | | |
| Lecturer : |  | | |
| Day : |  | Time : |  |
| Classroom : |  | FLA Class Code : |  |

Course Description:

* This is a preparation class for students who intend to take the official TOEFL iBT test provided by ETS (Educational Testing Service)
* **This course is recommended only for students who have finished and passed the Academic Reading Skills course as prerequisite skills.**

**General Instructional Objectives :**

* Students will be familiar with the type of contents, kinds of questions, and tasks encountered in TOEFL iBT test.
* Students will improve their integrated academic skills in English, while building test-taking confidence.

**Specific Instructional Objectives :**

* In listening, students will be able to improve their academic listening skills, which cover a whole variety of styles and topics mostly on academic situations.
* In reading, students will be able to sharpen their critical reading skills by integrating and organizing information taken either from listening excerpt or the reading pasage itself.
* In speaking, students will be able to build their confidence and improve as well their communicative skills in academic environment.
* In writing, students will be able to compose a well-developed and organized essay with correct pattern, detailed examples, correct grammar, and varied vocabulary.

**Teaching Learning Process:**

Lecturer: Explaining, discussing, giving exercises, giving assignments, facilitating

Students: Completing in class exercises, homework

**Prerequisite:**

Academic Reading Skills

## **Class Policy:**

1. Students must come on time. No more admission into class is allowed after fifteen (15) minutes of late arrival, and the student will be marked absent.

2. Students must come in proper clothing and are not allowed to wear sandals.

3. Students must switch off their personal electronic devices during class.

4. 85 % of minimum attendance is strictly required before a student can sit for the Final Exam.

5. Students who leave classes by official appointment from the University to partake in national or international competitions on behalf of the university must perform assignments to be given by the lecturer to make up for the missing classes.

6. Students who engage in cheating and plagiarism during exams or in performing their assignments will be declared “fail” with an F mark and may not sit for remedial exams.

7. Remedial exams may be given to students with a final F mark on the condition that he/she meets the required 85% of minimum attendance. The highest mark that a student can obtain after remedial exams is C-.

8. Make-up exams may be held for students who fall ill or mourn the death of a member of his/her core family on the examination day, provided that the student can authenticate it with a piece of administrative evidence, such the original copy of medical (laboratory) examination reports, hospitalization, or death attestation from the authorities with an original stamp mark, together with an attestation letter from the student’s parents.

**Media:**

a. Textbook b. iBT TOEFL Practice books c. Computer Lab d. Internet/Web-sites

**Assessment:**

1. KAT 1 :**15 % (Independent Skills)** ; KAT 2 : **15% (IntegratedSkills)**

2. Midterm Exam (UTS) :**30% (Independent Skills)**

3. Final Test (UAS**)** :**40%(Integrated Skills)**

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| **Meeting** | **Specific Instructional Objective** | **Topic** | **Materials** | **Sources** | **Slides** |
| **1** | **2** | **3** | **4** | **5** | **6** |
| 1 | Students receive a complete briefing about the course and review all prerequisite skills they have had in Academic Reading and Writing classes | * Introduction * Consolidation skills | * Course outline * Free topics |  |  |
| 2 | Students are able to skim and scan | Skimmingandscanning | **Unit 1** : Media | . |  |
| 3 | Students are able to paraphrase and use this skill in listening, speaking, reading, and writing | Paraphrasing | **Unit2** : Overcomingobstacles |  |  |
| 4 | Students are able to identify main ideas and details of listening passages and reading excerpts | Identifying main ideas and details | **Unit 3** : Medicine |  |  |
| 5 | Students are able to make inferences and use this skill in listening, speaking, reading, and writing | Making inferences | **Unit 4** : Natural Disasters |  |  |
| 6 | Students are able to apply detailed examples to provide concrete examples and specific information when illustrating an idea or supporting a general statement +  **Simulation Practice 1**  **(Independent Skills)** | * Using detailed examples * **Simulation Practice 1**   **(Independent Skills)** | **Unit 5** : Conservation  **TOEFL iBT online** | Solorzano, Helen S. 2006. *Building Skills for the TOEFL iBT:****High Intermediate****.* Pearson Longman |  |
| **7** | **KAT1**  (Independent Skills) | **KAT1**  (Independent Skills) | **TOEFL iBT online** |  |  |
| **8**  **(UTS)** | **Midterm Examination**  (Independent Skills) | **UTS**  (Independent Skills) | **UTS**  (Independent Skills) |  |  |
| 9 | Students are able to apply rhetorical structure | * Identifying and using rhetorical structure * Comparingandcontrasting | * **Unit 6** : Philanthropy * **Unit 7** : Education |  |  |
| 10 | Students are able to summarize and use this skill in writing or speaking | Summarizing | **Unit 8** : Food |  |  |
| 11 | Students are able to identify and use cohesive devices and context clues to understand meaning and details. | * Identifying and using cohesive devices * Context clues | * **Unit 9** : Immigration * **Unit10** :   Technology |  |  |
| 12 | **Review / Simulation Practice 2**  (Integrated Skills) | **Review / Simulation Practice 2**  (Integrated Skills) |  |  |  |
| 13 | **KAT 2**  (Integrated Skills) | **KAT 2**  (Integrated Skills) | **TOEFL iBT online** |  |  |
| 14  **(UAS )** | **FINAL EXAM / UAS**  (Integrated Skills) | **FINAL EXAM / UAS**  (Integrated Skills) | **TOEFL iBT online** |  |  |

**Textbook:**

Solorzano, Helen S. *Building Skills for the TOEFL iBT: High Intermediate*. Pearson Longman. 2006.

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| Witnessed By: | Lecturer: | Prepared By: | Approved By: |
|  |  |  |  |
| Student Representative  Name & NIM | Name | **M.E. Julita, M.Pd.**  Subject Coordinator | **HendraThamrindinata, S.Si, M.Div**  Dean of FLA |