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| logo_CLR**UNIVERSITAS PELITA HARAPAN** | **FACULTY OF LIBERAL ARTS** | | | |
| **COURSE OUTLINE** | | | |
| **FLA 92103C** | **: General English Skills (Intermediate)** | | |
| **Credit hours** | **: 2 (130 minutes)** | | |
| **Academic Year** | **: 2014/2015** | | |
| **Semester** | **: 1** | | |
| **Lecturer** | **: Sandra Sembel (sandra.sembel@uph.edu)** | | |
| **Day** | **:** | **Time** | **:** |
| **Classroom** | **:** | **Class Code** | **:** |

**Course Description:**

This course prepares students to develop and strengthen mastery of English language skills in academic connections.

**General Instructional Objective :**

Students are able to rigorously integrate their language skills and content in real-world academic contexts.

**Specific Instructional Objectives :**

1. Students are able to integrate all the four-essential language skills – reading, listening, writing, and speaking.

2. Students are able to build their confidence and improve as well their communicative skills in academic environment

3. Students are able to organize information, make connections, and think critically.

4. Applying the vocabulary strategies, students are able to define the contextual meanings of words or phrases as they

are used in any text/excerpt.

**Teaching Learning Process:**

Lecturer: lectures, group discussion, interaction

Students: class participation, listening, presentations, writing, taking notes

**Course Requirement:** None

**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. Students should not sign attendance sheets on behalf of absent students. Failing the course is the consequence of such misconduct.
9. 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. Audio CD c. Computer Lab d. Internet/Web-sites e. Journals and Newspapers

**Evaluation:**

KAT 1 : 10% Vocabulary Quiz 1

KAT 2 : 10% Vocabulary Quiz 2

KAT 3 : 15% Integrated Skills – Writing/Speaking (Group Presentation)

UTS : 25% Reading Test (TOEFL Questions) Independent Writing Test (a paragraph)

UAS : 40% Reading Test (TOEFL Questions)

| **Meeting** | **Specific Instructional Objective** | **Topic** | **Materials** | **Sources** | **Tutorial Slides** |
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| **1** | **2** | **3** | **4** | **5** | **6** |
| 1 | Students receive a complete briefing about the course | * Introduction   (Free activities)   * SAP | Course Outline |  | Slides |
| 2 | Students are able to identify main ideas and use this essential skill in reading and writing. | **Main Ideas** | **Unit 1**  **Psychology :**  *“First Impressions and Attraction”* | Academic Connections 1 |  |
| 3 | Students are able to identify and express details to support ideas and opinions while reading and writing. | **Supporting Details** | **Unit 1**  (Continued) |  |  |
| 4 | Students are able to identify patterns of organization and follow the styles in reading and writing. | **Organizational Structure** | **Unit 2**  **Ecology :**  *“The Web of Life”* |  |  |
| 5 | Students are able to identify the use of cohesive devices and apply the signal words to help them understand connections between ideas. | **Coherence and Cohesion** | **Unit 3**  **Health :**  *“Stress and Health”* |  |  |
| 6 | Students are able to identify the essential information (main points and important related details) from a written text. | **Summarizing** | **Unit 4**  **Literature :**  *“Folktales”* |  |  |
| **7** | Students are able to restate ideas from original sources in their own words without changing the writer’s meaning.+ **KAT 1** | **Paraphrasing**  **Vocabulary Quiz1** | **Unit 4** (Continued)  **Units 1-4** |  |  |
| **8** | **Midterm Exam** | **Midterm Exam** | **UTS** |  |  |
| 9 | Students are able to recognize and identify.  the relationships between different pieces of information expressed in listening. | **Synthesizing Information** | **Unit 5**  **Chemistry :**  *“Green Chemistry”* |  |  |
| 10 | Students are able to identify the relationships among facts and ideas/opinions in different parts of a spoken text. | **Fact and Opinion** | **Unit 6**  **Art History :**  *“The Art of Marc Chagall”* |  |  |
| 11 | Students are able to identify and evaluate general/specific purpose of information while presenting the essential skills. | **Purpose** | **Unit 7**  **Marketing :**  *“Niche Marketing”* |  |  |
| 12 | Students are able to infer/pick up ideas or draw conclusions about information or speaker’s attitudes that are not stated directly. | **Inference** | **Unit 8**  **Communication :**  *“Nonverbal Communication”* |  |  |
| **13** | **KAT 2 + KAT 3**  **Consolidation** | * **Review** * **Vocabulary Quiz 2** * **KAT 3** | **Units 5-8** |  |  |
| **14** | **Final Exam** | **Final Exam** | **Final Exam** |  |  |

**Textbook :**

Cassriel, Betsy and Marit Ter-Mate Martinson. Academic Connections 1. New York: Pearson Education, Inc. 2010

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| **Witnessed By:** | **Lecturer:** | **Prepared By:** | **Approved By:** |
|  |  |  |  |
| Student Representative :  Name & NIM |  | Richard A. PoEh, S.S., M.Hum.  **Subject Coordinator** | Stenly D. Djatah, Ph.D.  **Head of Department** |