

Institute of IT and Business Administration

Contemporary Foreign Languages. The English Language Curriculum for A2 level (Pre-Intermediate)

I. Introduction:

The course of Contemporary English has the following aims:

- to provide the students with fundamental knowledge of phonetics, grammar, vocabulary and stylistics;
- to teach the students to conduct a talk giving proper reasons to support the point of view or to contradict;
- to teach the students to participate in different discussions, to start a conversation, to continue and to finish a conversation and how to take an initiative during a conversation;
- to train skills in implementing their knowledge for solving problems, explaining the gist of the problem;
- to teach the students to understand, to check, to share the information on different topics;
- to train the students to use the language to provide the listener with the correct information and to give instructions ;
- to prepare the students for an effective interview and for switching from one problem to another.
- to teach the students to write different kinds of letters showing their involvement and interest, to comment on the events and the topic under discussion.

The course is designed for the students:

- who wants to master their skills of contemporary English;
- who need English in everyday situations for communicating with foreign colleagues using spoken English and writing official letters;
- who have basic skills in phonetics, grammar and vocabulary (elementary level)

The course is developed according to existing rules of international communication. The course is divided into topics to study different aspects. Each

topic includes necessary lexical and grammar material, cultural notes, professionally-oriented texts for reading.

The main attention is paid to business communication and each topic includes a great number of dialogues, role games and practice tasks.

The course provides development of basic skills: listening, writing, reading, speaking.

The course is based on the main principles of teaching from the least difficult material to the most difficult. Texts for reading, listening and writing tasks, practice tasks and speaking activities vary according to their difficulty.

The course is based on student's motivation to study, self-consciousness, self-reflection, creative work, group and pair work and project work.

The classes are conducted in specially equipped classes.

The level of language competence at the end of the course:

- The student possesses sufficient vocabulary (from 2000 to 2500 vocabulary items) allowing him/her to describe different spheres of life, to express personal opinion without hesitation and searching for proper words. Can use complex syntactic constructions.
- Can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). Can catch the main point in short, clear, simple messages and announcements.
- Can read very short, simple texts. Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and can understand short simple personal letters.
- Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. Can handle very short social exchanges, even though he can't usually understand enough to keep the conversation going him/herself.
- Can use a series of phrases and sentences to describe in simple terms his /her family and other people, living conditions, his/her educational background and his/her present or most recent job.
- Can write short, simple notes and messages. Can write a very simple personal letter, for example thanking someone for something.
- Shows sufficient control of grammar, avoids mistakes leading to misunderstanding and uses self-correction.
- Can produce statements of a certain length and fluency. Can show some hesitation choosing appropriate vocabulary or construction, but the pauses are not long.
- Can start and finish conversations though they can be a little clumsy. Able to take part in conversations on familiar topics, invite other participants to take part in discussions.
- Uses a limited number of connectors to make a complete text. Switching from one topic to another can be noticeable.

II. Topics

1. Building networks. Making new contacts.
2. Troubleshooting. Solving travel problems.
3. Organizing chaos. Making plans.
4. A sales presentation. Persuasion.
5. Career moves. Public speaking.
6. Making changes. Introducing changes.
7. Business travel.
8. Business correspondence.
9. Final exam: Project assessment.

III. Bibliography

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19. Common European Framework of Reference for Languages.

IV. Contents of the syllabus

#	Unit of study/ Topic	Number of academic hours
1.	Building networks. Making new contacts. Introducing yourself to a group. Present Simple and Present Continuous. Adverbs of frequency.	12
2.	Troubleshooting. Solving travel problems. Interaction. Communication strategies. Apologies. Will for offers and decisions.	12
3.	Organizing chaos. Making plans. Offering help. Making offers. Responding to requests. Making things happen. Is going to for plans.	12
4.	A sales presentation. Persuasion. Asking for information. Sales techniques. Persuasive selling. A product presentation. A winning presentation. Structuring presentations. Numbers in presentations. Question forms.	12

5.	Career moves. Public speaking. Connecting with the audience. Beginning a talk. Starting presentation. Job interview. Updates. Present Perfect for and since. Present Perfect vs Past Simple.	12
6.	Making changes. Introducing changes. Making plans. Holding a meeting. Weighing alternatives. Getting things done. Working under pressure. Agreeing and disagreeing. First conditionals. If and when.	12
7.	Business Travel. Plan travel. Reserving a flight, a train, a bus. Maps and directions. Itineraries. Reporting on a trip. Cardinal numbers. Prepositions of location and motion.	12
8.	Business Correspondence. Writing a formal letter / email. A letter/email of invitation /request/complaint. Punctuation.	12
9.	Final exam: Project assessment.	4
	Total	100