

Mr. Elo
 2018-19 EISTI
 ING 1 LV1 English

Class Rules:

1. **Speak in English:** Mistakes and accents are permitted. Working through French is not. If you do not understand ask.
2. **Be on time:** Attendance will be taken at the beginning of class directly sur AREL. If your train is late, bring a note from the RATP or SNCF to the administration, not me.
3. **Turn in Homework:** one day late is half of your grade, two days, zero.
4. **Participate:** This means actively listening, participating in classroom discussions, and staying focused on class. Phones are not allowed in class, so keep them in your bags.
5. **Make it fun:** We cannot learn much of anything if we are stressed, annoyed, angry, or scared. Loosen up, let your hair down, or whatever you may need to do, but come to class ready to learn.

Date	Lesson	Homework
28/9	Introduction to the class: 1. Information form 2. Point of View Explication 3. Get Point of View Partners and dates 4. Making a Presentation (in class)	1. Information Sheet 2. Review Vocabulary From TOEIC Vocabulary All "a" words 3. Search for Point of View
5/10	Buisness Organization	1. Writing: Company Presentation 2. Vocabulary all "b" words
12/10	Turn in Writing Business Communication	1. Read "The 7 Cs of Communication" 2. Vocabulary all "c" words
19/10	Business Communication Vocabulary Test	1. Read and complete the exercises," How to Write a Convincing E-mail" 2. Vocabulary all "d" words
26/10	Business Communication Turn in Convincing e-mail	1. Read and complete "How to Deliver Persuasive Presentations" 2. Finish PoV groups 1-4 3. Vocabulary all "e" words
9/11	Oral presentations Groups 1-4	1. Finsh PoV groups 5-8 2. Vocabulary all "f" words
16/11	Oral presentations Groups 5-8	Vocabulary all "g" words

23/11	CVs	Write your CV Vocabulary all "h" words
30/11	Turn in CV Vocabulary Test Cover Letters	Write Cover Letter Vocabulary all "i" words
7/12	Turn in Cover letter TOEIC Listening	Vocabulary all "j" words
14/12	TOEIC Reading	Vocabulary all "k" words
21/12	TOEIC Review	Vocabulary all "l" words

Assessment Method: Continuous Assessment

The Language Department wants to insist on the fundamental aspect of learning a language, that is attendance on a regular, steady and active basis. Therefore, we have chosen to assess the students' work regularly through various activities and tests.

Students will obtain 6 marks per semester. Your English mark for the semester will consist of the average of these marks:

SEMESTER ONE

1. **Listening comprehension (one mark)**
2. **Oral presentation**
3. **(one mark)**
4. **Vocabulary (average of two marks : TOEIC Vocabulary)**
5. **Participation/ Spontaneous oral expression * (one mark)**
6. **Writing (one mark - one piece of company-related business written expression)**
7. **Mock Toeic - (one mark)**

6 marks for all students for semester one.