

Course Outline A 2

Company/ group:
Course book: English Unlimited Elementary
Teacher:
Start date:

ENTRY LEVEL

A 1 (Beginners)

COURSE DESCRIPTION

We will study and practice general English in a course which integrates communication skills with vocabulary and grammar development.

COURSE GOAL

To improve the participants' precision and confidence using English in their work and to help them communicate with English speaking customers, suppliers and colleagues in a friendly and professional style.

COURSE LENGTH

120 academic hours

CONTENT AND METHOD

SPEAKING

- Describing experience
- Conversation
- Informal discussion
- Goal-oriented co-operation
- Transactions to obtain goods and services
- Information exchange
- Turntaking
- Co-operating
- Asking for clarification

WRITING

- Creative writing
- Correspondence
- Notes, messages and forms

LISTENING

- Overall listening comprehension
- Understanding conversation
- Listening to announcements and instructions
- Listening to audio media and recordings

READING

- Overall reading comprehension
- Reading correspondence
- Reading for orientation
- Reading for information and argument
- Reading instructions

MAJOR ACTIVITIES AND EXPECTED RESULTS

SPEAKING

1. Describing experience

Can give short, basic descriptions of events and activities, can explain what he/she likes or dislikes about something, can describe people, places and possessions in simple terms.

2. Conversation

Can participate in short conversations in routine contexts on topics of interest, can express how he/she feels in simple terms, can make an introduction and use basic greeting and leave-taking expressions.

3. Informal discussion

Can make and respond to suggestions, can discuss everyday practical issues in a simple way

when addressed clearly, slowly and directly, can discuss what to do, where to go and make arrangements to meet.

4. Goal-oriented co-operation

Can communicate in simple and routine tasks using simple phrases to ask for and provide things, to get simple information and to discuss what to do next, can ask people for things, and give people things, can ask for and provide everyday goods and services, can get simple information about travel, use public transport: buses, trains, and taxis, ask and give directions, and buy tickets, can give and receive information about quantities, numbers, prices, etc., can make simple purchases by stating what is wanted and asking the price, can order a meal.

5. Information exchange

Can ask and answer questions about habits and routines, can ask and answer questions about past activities, can give and follow simple directions and instructions, e.g. explain how to get somewhere, can ask and answer questions about what they do at work and in free time, can ask for and provide personal information, can ask and answer simple questions, initiate and respond to simple statements in areas of immediate need or on very familiar topics.

6. Turn taking

Can use simple techniques to start, maintain, or end a short conversation, can ask for attention.

7. Asking for clarification

Can ask very simply for repetition when he/she does not understand, can ask for clarification about key words or phrases not understood using stock phrases.

WRITING

1. Creative writing

Can write about everyday aspects of his/her environment, e.g. people, places, a job or study experience in linked sentences, can write very short, basic descriptions of events, past activities and personal experiences, can write a series of simple phrases and sentences about their family, living conditions, educational background, present or most recent job.

2. Correspondence

Can write very simple personal letters expressing thanks and apology.

3. Notes, messages and forms

Can take a short, simple message provided he/she can ask for repetition and reformulation, can write short, simple notes and messages relating to matters in areas of immediate need, can write numbers and dates, own name, nationality, address, age, date of birth or arrival in the country.

LISTENING

1. Overall listening comprehension

Can understand enough to be able to meet needs of a concrete everyday type provided speech is clearly and slowly articulated, can understand phrases and expressions related to areas of most immediate priority provided speech is clearly and slowly articulated.

2. Understanding conversation

Can generally identify the topic of discussion around him/her, when it is conducted slowly and clearly.

3. Listening to announcements and instructions

Can understand simple directions relating to how to get from X to Y, by foot or public transport.

4. Listening to audio media and recordings

Can understand and extract the essential information from short, recorded passages dealing with predictable everyday matters which are delivered slowly and clearly.

READING

1. Overall reading comprehension

Can understand short, simple texts on familiar matters of a concrete type which consist of high frequency, everyday or job-related language, can understand short, simple texts containing the highest frequency vocabulary, including a proportion of shared international vocabulary items, can understand very short, simple texts a single phrase at a time, picking up familiar names words and basic phrases and rereading as required.

2. Reading for orientation

Can find specific, predictable information in simple everyday material such as advertisements,

prospectuses, menus, reference lists and timetables.

3. Reading for information and argument

Can identify specific information in simpler written material he/she encounters such as letters, brochures and short newspaper articles describing events, can get an idea of the content of simpler informational material and short simple descriptions, especially if there is visual support.

4. Reading instructions

Can understand simple instructions.

RESOURCE MATERIAL

Course book: English Unlimited Elementary (Classroom book, Audio CD, Self-study Pack).

ADDITIONAL MATERIALS

Raymond Murphy. Essential Grammar in Use. Cambridge.

Clive Oxenden. New English File Elementary Resource Pack

Grammar Games and Activities

Topic; goals	Language	Skills	Specific	Ac. hrs
About you introduce yourself ask for and give personal information fill in a form say what you can do	Grammar Subject pronouns, possessive adjectives p9 <i>can</i> for ability p9 Vocabulary Countries and languages p7 Introducing yourself p7 Letters, numbers, addresses p8 Personal information p9	Listening Agata enrolls on a course p8 Speaking Enrol on a course p9		4
1 People in your life introduce people say who people are talk about present and past jobs say how you know people ask people to repeat ask questions to check information	Grammar Possessive s (singular) p10 <i>be</i> present: <i>am, is, are</i> p11 <i>be</i> past: <i>was, were</i> p13 Vocabulary People you know Talking about jobs p13 How you know people p14 Pronunciation Syllables p10	Listening Rob's family and friends p10 Michel's and Donna's friends Reading Life's work p12 Speaking Introductions p11 Talk about relationships p11 Talk about jobs p13	Target activity Talk about someone you know well Keyword <i>OK</i> ask people to repeat ask questions to check information Across cultures Greetings Look again Spelling and sounds: Vowels and consonants	7
Progress test 1				1
2 Away from home make and respond to requests make and respond to offers say what your interests are say what you want to do	Grammar <i>a, an, some</i> p19 Present simple: positive sentences p21 Vocabulary Offers and requests p19 Interests and wants p21 Taking care of a guest p22 Pronunciation Word stress 1 p19	Listening What do you miss? p18 Carly asks for things p18 Reading Sofasurfing.com p20 Reading and Listening Erkan's guest p22 Speaking Ask for something p19 Writing Profile for a website p21	Target activity Take care of a guest Keyword <i>in</i> write a letter or email requesting something Capital letters Independent learning Finding information Look again Spelling and sounds: Two consonants together	7
Progress test 2				1
3 Your time say what you do in your free time say what you like and dislike talk about habits and customs make and respond to invitations	Grammar Subject and object pronouns p26 Present simple: negative sentences p27, questions p29 Possessive s and s' p28 Vocabulary	Reading Happiness is ... p26 Listening Min's and Paul's New Year p28 Invitations p30 Speaking	Target activity Invite someone out Keyword <i>go</i> take a phone message ask people to repeat and speak more slowly show you understand	7

	Free time activities p27 Adverbs of frequency p28 Invitations p30 Pronunciation Word stress 2 p29	Your free time p27 Your New Year p29 Special occasions p29 Writing For me, happiness is ... p27	Across cultures Conversation 'dos and don'ts' Look again Spelling and sounds: <i>ch, tch, sh</i>	
Progress test 3				1
4 Changes talk about past events talk about first times talk about trips talk about important events in your life	Grammar Singular, plural p34 Past simple verbs p35 Past simple p37 Vocabulary Past time expressions p35 Things for a trip p36 Good and bad experiences p38 Pronunciation Sentence stress 1 p37	Reading Three small things that changed the world p 34 Listening Sang-mi's business trip p36 From Nigeria to Scotland p38 Speaking Your technology firsts p35 Did you have a good time? p37	Target activity Talk about an important event Keyword <i>have</i> write a personal letter or email giving news Punctuation Independent learning Self-study Look again Spelling and sounds: th	7
Progress test 4				1
Achievement test 1				1
5 Your space talk about cities and neighbourhoods talk about homes find information in adverts for rooms	Grammar There's, there're p45 Vocabulary Places p42 Describing places p43 Prepositions of place p43 Things in the home p44 Adverts for rooms p46 Pronunciation Sentence stress 2 p45	Reading I live here but I work 800 kilometres away p42 DublinCapitalRentals.com p46 Listening House-sitting p44 Alicja looks for a room p46 Speaking Describe places you know p43 Where you live p43 Rooms in your home p44 Writing and speaking House-sit for a friend p45	TARGET ACTIVITY Rent A Room KEYWORD ON Show Interest In A Conversation ACROSS CULTURES Personal Space LOOK AGAIN Spelling And Sounds: Final <i>e</i>	7
Progress test 5				1
6 What would you like? buy things in shops talk about shopping and food talk about preferences and give reasons order a meal	Grammar Countable and uncountable nouns p53 Vocabulary Shops and shopping p50 Buying things p51 Food p52 Talking about preferences and giving reasons p53 Ordering food p54 Pronunciation Sentence stress 3 p51	Listening and speaking About shopping p50 Listening Jon in the shopping centre p51 At an airport cafe p54 Reading Weird fruit and veg p52 Speaking Buy things in shops p51 Talk about food p53	TARGET ACTIVITY Order a meal KEYWORD THIS, THAT, THESE, THOSE EXPLORE Writing write short practical requests and reminders <i>and, but</i> INDEPENDENT LEARNING Using a dictionary LOOK AGAIN Spelling and sounds: <i>ou</i>	7
Progress test 6				1
7 Work-life balance talk about work and studies describe present activities say why you can't do things	Grammar Present progressive p61 Vocabulary Work and studies 1 p58 <i>spend</i> p59 Saying you're busy p60 Work and studies 2 p62 Pronunciation The schwa sound 1 p60	Reading So what do you do all day? p58, p125 Listening Dean on the phone p60 What do you do? p62 Speaking Your work-life balance p59 Say you're busy p61 What you're doing p61 Writing Your work and studies p58	TARGET ACTIVITY Explain what you do KEYWORD of say you're not sure about facts and numbers ACROSS CULTURES Workplaces LOOK AGAIN Spelling and sounds: <i>c</i>	7
Progress test 7				1
8 What's she like?	Grammar	Listening	TARGET ACTIVITY	7

talk about your family describe people's personality describe people's appearance describe relationships	<i>Have got</i> p69 Vocabulary Family p66 Personality p67 Appearance p69 Relationships p70 Pronunciation The schwa sound 2 p66	Onyinye's family p66 Someone I admire p70 Reading How we met p66, p126 Changing image p68 Speaking Your family p66 People in your life p67 Fashion and image p68 Describe people p69 Writing Describe a famous person p69	Describe someone you admire KEYWORD like EXPLORE WRITING write a web posting giving an opinion <i>so</i> INDEPENDENT LEARNING Reading the phonemic script 1: consonants LOOK AGAIN Spelling and sounds: <i>ee,</i> <i>ea, ie</i>	
Progress test 8				1
9 Getting around get information in places you visit compare ways of travelling buy a travel ticket	Grammar Comparatives and superlatives p76 Vocabulary Using transport p74 Getting information p75 Prepositions of movement p77 Buying a ticket p78 Pronunciation Sentence stress and <i>a</i> p75	Listening Vijay visits Lucknow p74 Vijay buys a ticket p78 Reading One-wheeled wonder p76 Speaking Getting around p74 Ask for information p75 Writing and speaking A journey you like p77	TARGET ACTIVITY Buy a ticket KEYWORD <i>get</i> correct yourself and other people check and summarise information ACROSS CULTURES Transport culture LOOK AGAIN Spelling and sounds: Double consonants	7
Progress test 9				1
Achievement test 2				1
10 Getting together talk about films find information in a cinema programme make and respond to suggestions make arrangements to meet	Grammar Present progressive for future arrangements p85 Vocabulary Films p82 Suggestions p83 Talking about films p86 PRONUNCIATION Compound nouns p85	Reading International Film Week p82 Jon and Kimiko's messages p84 Listening Jon and Mia choose a film p83 Jon and Kimiko's phone call p84 A film night p86 Speaking Choose a film to see p83 Arrange to meet p85	Target activity Arrange a film night Keyword <i>about</i> EXPLORE Writing write and reply to an invitation write a thank-you note <i>Ellipsis</i> Independent learning Reading the phonemic script 2: vowels Look again Spelling and sounds: <i>g</i>	7
Progress test 10				1
11 Journeys check in and board a flight tell a story talk about a journey	Grammar Articles p92 Vocabulary Airports p90 Storytelling expressions p93 Talking about a journey p94 Pronunciation Polite intonation p91	Listening Belinda at the airport p91 Sam's journey p94 Reading Help! A traveller's tale p92 Speaking At an airport p91 Tell a story p93	Target activity Describe a journey Keyword <i>at</i> ask questions to develop a conversation change the topic of a conversation Across cultures Saying sorry Look again Spelling and sounds: <i>ng</i>	7
Progress test 11				1
12 Are you OK? talk about health buy things in a pharmacy understand instructions on medicines give advice	Grammar Giving advice with <i>if</i> p 101 Vocabulary The body and health p98 Giving advice p101 Giving reasons for advice p102 Pronunciation Linking consonants and vowels 1 99	Listening and reading Marc at the pharmacy p99 Reading Home remedies p100 Stay healthy in the workplace p102 Speaking Role play: At a pharmacy p99 Remedies for a cold p101	Target activity Give advice Keyword <i>take</i> EXPLORE Writing write an email or note apologising Independent learning Learning collocations Look again Spelling and sounds: <i>ay,</i> <i>ai</i>	7

Progress test 12				1
13 Experiences talk about experiences say what you've never done and always wanted to do talk about places you've been to find out information about things	Grammar Present perfect verbs p107 Present perfect p 109 Vocabulary Sights p108 Getting information p110 Pronunciation Linking consonants and vowels 2 p 109	Reading Happy to say, I've never... p106 The people behind the places p108, p123, p127 Listening I've always wanted to ... p 107 Have you been to ...? p108 Advice about restaurants p110 Speaking When was the last time ... ? p 106 I've always wanted to ... p 107 Places you've been p109 Writing Things you've never done p 107	Target activity <i>Get information and recommendations</i> Keyword thing start and finish conversations in different situations Across cultures Your experiences Look again Spelling and sounds: <i>wh-</i>	7
Progress test 13				1
14 Choices give opinions talk about hopes and plans make decisions	Grammar <i>be going to, be hoping to, would like to</i> p 117 Vocabulary <i>too much, enough, not enough</i> p115 Life changes p116 Planning p118 Pronunciation Review p115	Reading Keep your brain in top condition p114 Listening Barry Cox p116 Weekend in La Mauricie p118 Speaking Your lifestyle p115 Game: Hopes and plans p117	Target activity Plan a weekend break Keyword really Explore Writing write a profile for a networking website Time expressions Independent learning How can you learn languages? Look again Spelling and sounds: Silent consonants	7
Progress test 14				1
Achievement test 3				1
End-of-Course Achievement Test				1
Total number of academic hours				120