



# Columbia West College

3435 Wilshire Blvd., Suite 1700, Los Angeles, CA 90010

Tel: (213) 368-3900 Fax: (213) 368-3903

Website: [www.columbiawestcollege.edu](http://www.columbiawestcollege.edu) Email: [info@columbiawestcollege.edu](mailto:info@columbiawestcollege.edu)

Course Syllabus

## Communication Skills Beginner

<b>Class Time</b>	<p><u>Afternoon</u> Monday – Thursday 4:40 p.m. – 6:00 p.m.</p> <p><u>Evening</u> Monday – Friday 6:00 p.m. – 7:00 p.m. 7:15 p.m. – 8:20 p.m. 8:35 p.m. – 9:40 p.m.</p>
<b>Instructional Mode</b>	Residential training
<b>Prerequisite</b>	Placement by assessment.
<b>Course Objectives</b>  The goal of this class is for you to become comfortable listening to and speaking English for everyday situations and simple and routine tasks. Course objectives are based on critical thinking, listening, speaking, vocabulary, grammar and pronunciation.	
<b>Learning Outcomes</b>	<p>After successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1) Listen for main ideas, listen for specific information, predict, learn to take notes;</li> <li>2) Use expressions of frequency, give examples, ask someone to clarify, make suggestions, interrupt a conversation, use transitions, use the passive voice;</li> <li>3) Explain cause and effect, make guesses about the future and;</li> <li>4) Make charts and put information into charts.</li> </ol>
<b>Program Length</b>  The Beginner level is made up of ESL levels 1 and 2. Each section is twenty-four (24) weeks long. Therefore, you may stay in one section for 24 weeks and not repeat class material. After your first 12 weeks, your completion certificate will show your first level. However, the length of your own program depends on your study habits.	
<b>Required Textbooks (on rotation)</b>	<p><u>Winter &amp; Summer Terms</u> McClure, Kevin and Mari Vargo. <i>Q: Skills for Success Listening and Speaking Intro</i>. New York: Oxford University Press, 2011. Print.</p> <p><u>Spring &amp; Fall Terms</u> Scanlon, Jaimie. <i>Q: Skills for Success Listening and Speaking I</i>. New York: Oxford University Press, 2010. Print.</p>

**Assessment and Documentation:** Your progress will be assessed throughout the 24 weeks of curriculum. You will receive a formal assessment at the end of each 4-week module. Your overall class assessment will be based on attendance, class participation, and timely completion of class assignments (quizzes, tests, in-class and homework assignments, and any other projects or assignments the instructor has assigned). At the end of each four-week module, you will be provided with unofficial transcripts. Your grades and Grade Point Averages (GPAs) will be calculated as follows:

Grade	Explanation	Percentage	Grade Point	Advancement
A	Excellent ☺☺☺	90 – 100%	4	Pass
B	Good ☺☺	80 – 89%	3	
C	Satisfactory ☺	70 – 79%	2	
D	Poor ☹	60 – 69%	1	Fail
F	Failing ☹☹	0 – 59%	0	

Your four-week module grade will consist of the following:

Type of Assessment	Percentage
Written assignments/Presentations/Quizzes	50%
Homework	25%
Participation	15%
Attendance	10%

**Attendance:** Please come to class on time and return from breaks on time. If you miss more than 20% of your program, you **cannot** pass this class. You must attend at least 80% of all classes or risk being asked to leave the school (please see Student Handbook for more details). If you come to class late (fewer than 15 minutes) or leave class early (fewer than 15 minutes), you will be marked “tardy.” If you are more than 15 minutes late to class or leave more than 15 minutes early, you will be marked “absent.” Three tardies = one absence.

If you need to miss class, you must inform your teacher as soon as possible. Make-up homework and in-class assignments should be discussed with your teacher. You are expected to get contact information and the missing class notes, handouts, etc. from your classmates. Quizzes are given on Fridays (unless otherwise specified), so do not be absent on Fridays; no makeup quizzes will be given (except in unforeseen extenuating circumstances, or with advanced notice, and permission from Administration. Please note that you must be achieving SAP in order to be approved for make-up quizzes.)

**Satisfactory Academic Progress:** Please keep in mind that in order to maintain Satisfactory Academic Progress (SAP), each student at CWC needs to have at least a **2.0 GPA** (Grade Point Average) and a minimum of **80%** cumulative **attendance**.

**In class decorum:** Out of respect for other students please do not eat anything in class. To avoid spills, please use drinking bottles and tumblers with sealable, closed lids. Also, please turn off your cell phones during class or put them on “vibrate.” Please do not get up and exit the class during lectures in order to answer the phone (unless it is an emergency), as it is disruptive and disrespectful to the instructor and other students. No cell phone calls should be conducted in the classroom (including during break).

**Learning Activities:** The class will include direct instruction, in-class written and oral assignments, discussion, movies and short videos, role-playing, and other exercises. You are expected to:

- 1) Attend all classes.
- 2) Actively participate in all class activities.
- 3) Read all assigned material and complete assigned work before each class.
- 4) Successfully complete all assignments (in-class assignments, homework, projects, presentations, quizzes, tests, and any other graded material the instructor assigns).

**Class Schedule:** Please refer to the CWC Curriculum guide that is attached to this syllabus.

Instructors will provide students with a specific class schedule, including assignments, due dates, field trips, etc.



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## CONVERSATION PROGRAM CURRICULUM: Communication Skills (Beginner)

### SPRING/FALL

MODULE	WEEK 1	WEEK 2	WEEK 3	WEEK 4
A	Q1 – Skills for Success Unit 1 <b>Do you like your name?</b>	Q1 – Skills for Success Unit 2 <b>How can you find a good job?</b>	Q1 – Skills for Success Unit 3 <b>Why do we study other cultures?</b>	Q1 – Skills for Success Unit 4 <b>What makes a happy ending?</b>
B	Q1 – Skills for Success Unit 5 <b>What is the best vacation?</b>	Q1 – Skills for Success Unit 6 <b>Who makes you laugh?</b>	Q1 – Skills for Success Unit 7 <b>Why is music important to you?</b>	Q1 – Skills for Success Unit 7 <b>Why is music important to you?</b>
C	Q1 – Skills for Success Unit 8 <b>When is honesty important?</b>	Q1 – Skills for Success Unit 9 <b>Is it ever too late to change?</b>	Q1 – Skills for Success Unit 10 <b>When is it good to be afraid?</b>	Q1 – Skills for Success Unit 10 <b>When is it good to be afraid?</b>

Scanlon, Jaimie. *Q: Skills for Success Listening and Speaking 1*. New York: Oxford University Press, 2011. Print.

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## CONVERSATION PROGRAM CURRICULUM: Communication Skills (Beginner)

### WINTER/SUMMER

MODULE	WEEK 1	WEEK 2	WEEK 3	WEEK 4
A	Q INTRO – Skills for Success Unit 1 <b>What are you interested in?</b>	Q INTRO – Skills for Success Unit 2 <b>How do you make friends?</b>	Q INTRO – Skills for Success Unit 3 <b>What makes a good school?</b>	Q INTRO – Skills for Success Unit 4 <b>How do you choose your food?</b>
B	Q INTRO – Skills for Success Unit 5 <b>What makes something fun?</b>	Q INTRO – Skills for Success Unit 6 <b>What makes a good home?</b>	Q INTRO – Skills for Success Unit 7 <b>How does the weather affect you?</b>	Q INTRO – Skills for Success Unit 7 <b>How does the weather affect you?</b>
C	Q INTRO – Skills for Success Unit 8 <b>What do you do to stay healthy?</b>	Q INTRO – Skills for Success Unit 9 <b>What makes a city special?</b>	Q INTRO – Skills for Success Unit 10 <b>What are the most important events in someone's life?</b>	Q INTRO – Skills for Success Unit 10 <b>What are the most important events in someone's life?</b>

McClure, Kevin and Mari Vargo. *Q: Skills for Success Listening and Speaking Intro*. New York: Oxford University Press, 2011. Print.

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