

Sophomore English Guidelines

September 2023 - June 2024

Language Center

語言教學中心

Sophomore English for Non-English Majors

College of Foreign Languages and Cultures

Soochow University

(<http://www.scu.edu.tw/language/index.htm>)

I. General Goals of Sophomore English for Non-English Majors

This course will help students develop four language skills in English listening, speaking, reading, and writing. That is, the program is designed to promote students' English proficiency to reach the Soochow English graduation threshold, and to enhance their communication skills in daily life and at work. In addition, workplace skills will be integrated into the curriculum to help students gain a competitive edge for their future career.

II. Administrative structure of the Sophomore English Program

A. Duties of Sophomore English teachers:

- a. Required to attend Sophomore English meetings.
- b. Responsible for showing professionalism toward students and teaching duties (**arriving in class on time, making up missed classes, giving valid test questions for midterm and final exams and proctoring examinations**).
- c. Clearly specify the grading policy, exam dates, lessons to be covered, ways of giving assignments as well as specific course requirements in the syllabi.
- d. Write questions for the unified listening comprehension test included in midterm and final exams.
- d. Proctor midterm and final exams.
- e. Give presentations or workshops on ESL/EFL teaching at the request of the Center.

B. Coordinators

We have one Head Coordinator and three Level Coordinators for the three levels of Sophomore English. There is one specific TA in the Language Center responsible for this program. If you have any inquiry, please contact our TA Please also let her know the best time to contact you.

| | | |
|-----------------------------------|---------------------------|--|
| Head Coordinator | 陳淑芳老師 | colleen@scu.edu.tw |
| Level 1 (High) Coordinator | 陳淑芳老師 | colleen@scu.edu.tw |
| Level 2 (Mid) Coordinator | 江逸琳老師 | belindajiang@scu.edu.tw |
| Level 3 (Low) Coordinator | 趙佳音老師 | gracec@scu.edu.tw |
| Teaching Assistant (TA) | 張雲燕 Mickey (ext. 6466) | mickey@gm.scu.edu.tw |

During the spring/fall semester, the level coordinators will create the test timetable for the upcoming semester. The TA will then send the teachers the test timetable at the end of each semester through email. Please refer to your test timetable for the name and contact information of the level coordinator, the teachers who are teaching the level, and the writing and reviewing of questions for your level.

III. Curriculum Design

A. Course objectives for each level

Sophomore English Levels of Mastery

| Level | Listening & Speaking | Reading & Writing |
|-----------------------|--|---|
| Level 1 (High) | <ul style="list-style-type: none"> Comprehend and participate in conversations on specific topics. Make presentations on general or professional topics | <ul style="list-style-type: none"> Enhance reading skills Write emails for workplace |
| Level 2 (Mid) | <ul style="list-style-type: none"> Comprehend daily conversations and talks on specific topics. Engage in conversations and give presentations on general topics. | <ul style="list-style-type: none"> Enhance reading skills Write emails for workplace |
| Level 3 (Low) | <ul style="list-style-type: none"> Comprehend and participate in basic daily conversations Make presentations on general topics | <ul style="list-style-type: none"> Consolidate reading comprehension strategies Write emails for workplace Build up vocabulary |

B. Required Textbooks

| Level | Lessons to be covered |
|-----------------------|---|
| Level 1 (High) | <p><u>Business Result (Upper-intermediate)</u> 1st semester: Midterm Exam: Unit 1, Unit 2, Unit 3 Final Exam: Unit 4, Unit 6, Unit 7 2nd semester: Midterm Exam: Unit 8, Unit 9, Unit 10 Final Exam: Unit 12, Unit 13, Unit 14</p> |
| Level 2 (Mid) | <p><u>Business Partner B2</u> 1st semester: Midterm Exam: Unit 1, Unit 2 Final Exam: Unit 3, Unit 4 2nd semester: Midterm Exam: Unit 5, Unit 6 Final Exam: Unit 7, Unit 8</p> |
| Level 3 (Low) | <p><u>International Express (Pre-intermediate)</u> 1st semester: Midterm Exam: Unit 1 & Unit 2 & Unit 3 Unit (p30~35) Final Exam: Unit 3(p36~41), Unit 4, Unit 5 2nd semester: Midterm Exam: Unit 6, Unit 7, Unit 8 (p90~95) Final Exam: Unit 8 (p96~101), Unit 9, Unit 10</p> |

For anything related to teachers' books and other teaching materials, please contact the TA. If you have any suggestions regarding the textbooks, please contact your level coordinator. When the level coordinator contacts you to review and select new textbooks, please respond to the coordinator by the deadline you have been given. You may also refer to the test timetable for the textbook for each level and the chapters to cover for the midterm and final examinations.

C. The Sophomore English Test

The **40%** unified test consists of 20 multiple-choice listening comprehension questions. The remaining **60%** is at the teacher's discretion, with a **required 30% on reading**.

| Level | Listening 40% | Reading 30%* |
|---------------------------|--|--|
| Level 1 (High) | Part I. Question/response #1-6 Part II. Short conversation #7-14 Part III. One passage & one long conversation # 15-17; #18-20 | ✓ Reading comprehension ✓ Short answer question ✓ Vocabulary in context ✓ Vocabulary matching ✓ Paraphrasing ✓ Sentence structure ✓ Translation ✓ True or False |
| Level 2 (Mid) | Part I. Question/response #1-6 Part II. Short conversation #7-14 Part III. One passage & one long conversation # 15-17; #18-20 | ✓ Reading comprehension ✓ Short answer question ✓ Vocabulary in context ✓ Vocabulary matching ✓ Paraphrasing ✓ Sentence structure ✓ Translation ✓ True or False |
| Level 3 (Low) | Part I. Question/response #1-6 Part II. Short conversation #7-14 Part III. One passage & one long conversation # 15-17; #18-20 | ✓ Reading comprehension ✓ Short answer question ✓ Vocabulary in context ✓ Vocabulary matching ✓ Paraphrasing ✓ Sentence structure |

- The reading questions of the midterm and final exams should take up at least 30% of the total grade for each exam. The content of the reading questions must be related to the focus of the chapters that are covered for the exam.
- Teachers can choose **at least two types of reading questions** mentioned above.
- Teachers should give a copy of their exams (**60% in total**) to the TA. Midterm copies are due the following week after exams are completed and final copies are due one week before the final exam.

The 40% listening-comprehension section is the unified test, and two sets of test questions will be compiled and recorded prior to the midterm and final respectively. Please review your test timetable very carefully and read the following guidelines for writing test questions and giving exams.

(1) Writing/reviewing the unified test questions:

It is extremely important that you meet the deadlines listed in the test timetable. A lot of work is put into the making of the midterm and final exams. If just one deadline is not met, the entire schedule will be messed up and many people are inconvenienced. Problems arising from missed deadlines

put pressure on the level coordinators and the TA. If you have any difficulty at all with the test timetable, please do not hesitate to contact your level coordinator as soon as possible. For more details regarding writing listening comprehension test questions for each level, please see Reminders for Question Writers and Sample Questions listed in the test timetable.

(2) Giving the unified listening test:

The Sophomore English listening test is given in individual classes during the midterm or final week. Therefore, you must not give students answers to the exam questions during the week of the exam. The exam CD should be played **only once** and teachers should not discuss the questions or the answers with the students. The 20 multiple-choice listening questions, which are the unified part of midterm and final exams, should take up 40% of the total grade. Teachers will receive a copy of the test questions one week before the test and the CDs will be distributed by the Curriculum Office during the exam week. You are required to give the exam on the dates shown on the Soochow University schedule. You can download the schedule from the university website.

Registration and Curriculum Division: <http://web-ch.scu.edu.tw/regcurr> → 行事曆

Please note that the answer sheet for the 20 multiple-choice listening Qs is to be prepared by individual teachers.

D. Classroom

- a. Unless necessary, please do not change your classrooms.
- b. In order to understand how to use the lab equipment, please sign up for the workshop arranged by the Language Center in every semester. Before each semester, you will receive a notice from the Language Center indicating the time of the workshop, classroom policies, and related regulations.
- c. Teachers are strongly encouraged to use the Sanako Console for class activities, such as role-play, group discussions, and voice recording, to create an interactive and supportive learning environment.

E. Students

Starting from 2016-2017 school year, freshman students who meet the school standard of English proficiency level can waive their Freshman English and take Sophomore English directly. That is, there might be freshman students in Level 1 Sophomore English classes.

Students are required to attend the class they are assigned. Teachers must check attendance at the beginning of each semester to ensure that students are in the correct class. If there are students in your class who are not on your name list, please make sure that they attend the class they are assigned. Teachers are not allowed to transfer students to a different level or a different class. Students may be penalized if they go to the wrong class. Seating charts for different classrooms are available at the Language Center.

F. Syllabus

List your grading criteria and your attendance policies clearly on your syllabus. Make sure to upload your syllabus to the school website before the deadline. Please note that if your student receives a grade below 60 for the semester, they fail and must repeat the course. If their grade for the fall semester is between 50 and 59, they may take your spring semester class but they must repeat the fall semester study.

G. Attendance

Attendance policies for each teacher must be clearly stated on the uploaded syllabus and announced in class. For example: "5 points will be deducted from student's semester grade if they are absent more than 5 times during the semester without a valid excuse approved by the instructor."

H. Testing make-up policies

Teachers must require students to obtain official documentation issued by the school for any absences considered 'excused' for final exams. In order to be 'excused' for the final exam, students must follow stated school policies in obtaining acceptable proof of absence.

Make-ups for all exams will NOT be given if the students do not have proof of absence from the school.

I. Teacher Evaluation

At the end of each semester, the school will administer a class survey to evaluate each teacher's teaching. Any teacher whose teaching performance is found to be less than satisfactory will not be given classes to teach or will be given fewer teaching hours in the future.

J. Grade reports

The university requires teachers to key in their grades on the Internet <<http://web.sys.scu.edu.tw/>>. Please pay close attention to the deadline for submitting your grades. Check out with the T.A. for more information.

For Day School Students

| Fall semester | | Spring semester | |
|--|------------|--|------------|
| Midterm | 25% | Midterm | 25% |
| Final | 25% | Final | 25% |
| Project | 10% | Project | 10% |
| Easy Test 線上學習測驗平台 NEW TOEIC 模擬測驗 Students are required to finish at least two tests which will account for 10% of their semester grade. One online test is indispensable for all sophomore students. *Starting from Fall 2023, paper mock test(s) done in class will not be enforced. Printed mock tests are still available at the Center. | 10% | Easy Test 線上學習測驗平台 NEW TOEIC 模擬測驗 Students are required to finish at least two tests which will account for 10% of their semester grade. One online test is indispensable for all sophomore students. *Starting from Fall 2023, paper mock test(s) done in class will not be enforced. Printed mock tests are still available at the Center. | 10% |
| Others (Attendance, Quizzes, Participation) | 30% | Others (Attendance, Quizzes, Participation) | 30% |

For Night School Students

| Fall semester | | Spring semester | |
|---|-----|---|-----|
| Midterm | 25% | Midterm | 25% |
| Final | 25% | Final | 25% |
| Project | 10% | Project | 10% |
| Easy Test 線上學習測驗平台 NEW TOEIC 模擬測驗 Students are required to finish at least two tests which will account for 10% of their semester grade. One online test is indispensable for all sophomore students. <small>*Starting from Fall 2023, paper mock test(s) done in class will not be enforced. Printed mock tests are still available at the Center.</small> | 10% | Easy Test 線上學習測驗平台 NEW TOEIC 模擬測驗 Students are required to finish at least two tests which will account for 10% of their semester grade. One online test is indispensable for all sophomore students. <small>*Starting from Fall 2023, paper mock test(s) done in class will not be enforced. Printed mock tests are still available at the Center.</small> | 10% |
| Others (Attendance, Quizzes, Participation) | 30% | Others (Attendance, Quizzes, Participation) | 30% |

- **New TOEIC mock test exercises are available on Language Center's website (see the links below).**
- TOEIC written mock tests [paper version 紙本版] are available for teachers to administer in class (about 30-40 minutes.)

Please contact the Language Center staff at least one week before you plan to give the test so that they can prepare the test materials in advance. Teachers are encouraged to view the online Easy Test instructions (and contact Amigo for any questions). **Please note: Students should not mark on the test sheet. The test sheet will be collected right after the test and reused in the future.** [paper version 紙本版]

Easy Test 線上學習測驗平台 NEW TOEIC 模擬測驗 [online version 線上版]

<http://eztest.idc.scu.edu.tw/>

<http://www.scu.edu.tw/language/2course/eztest-usage/ez-index.htm>

- **Project**

In each semester, teachers have to assign at least one term project based on your teaching materials. Or teachers can ask students to do one of the activities which have been incorporated into Sophomore English curriculum since 2012: Self-introduction, Resume, Presentation, and Job interview. For further information, please click on the link below (http://www.scu.edu.tw/language/2course/Business_skills_for_sophomore_english.pdf).

K. Adjustment of Semester Grades

In order to be fair to students placed into different levels, teachers are required to adjust their semester grades according to the following distribution. That is, 70%~75% of the students in each class should be placed in the following score ranges:

| Score Range | Percentage |
|----------------|------------|
| Level 1: 85-70 | 70%-75% |
| Level 2: 80-60 | 70%-75% |
| Level 3: 75-50 | 70%-75% |

L. Finalizing Students' Sophomore English Levels

Students' levels are assigned based on the score they get on SE Placement Test given in the second semester of their freshman year. According to the scores they get, students are placed into Sophomore English level 1 (High), 2 (Mid), or 3 (Low).

M. Signing up for classes

Each spring, the Language Center secretary will ask you to fill out a questionnaire to indicate which classes you would like to teach in the following year. Teachers who didn't fulfill their duties (p.1) will not be given classes in the following year.

N. The website

For your information, here are the websites that may provide you with additional information about **Sophomore English**.

http://web-ch.scu.edu.tw/language/web_page/3823

For the latest information of the courses and our Center, please visit us at <http://www.scu.edu.tw/language/>

O. Important tips for new teachers

We wholeheartedly welcome new teachers to join us. Here are some tips for you:

- (1) Teachers will be able to download the name list of the students in their classes after the add-and-drop week. Students must attend the class they are assigned. Teachers must check attendance at the beginning of the semester to ensure that students are in the correct class.
- (2) In order to understand how to use the lab equipment, new teachers must attend a workshop. Before each semester, teachers will receive a notice from the Language Center about the time of the workshop, classroom policies, and related regulations.
- (3) Teachers have to list grading criteria and attendance policies clearly on the syllabus and upload their syllabus to the university administration webpage before the deadline set by the University.
- (4) At the end of each semester, the school will administer a class survey to evaluate each teacher's teaching. Any teacher whose teaching performance is found to be less than satisfactory will not be given classes to teach or will be given fewer teaching hours in the following year.
- (5) All teachers will receive a Soochow personal identification number you can use to download the class roster or upload students' grades.
- (6) Do not give students answers to the exam questions during the exam week. Make sure you proctor and grade midterm and final exams of your own classes.