SYLLABUS FOR BUSINESS ENGLISH 3006

I. GENERAL INFORMATION:

Course Title and Code: Basic English II – INGL 3102
Co-requisite: English Language Lab – INGL 3114
Pre-requisite: Basic English I – INGL 3101
Contact Hours: Three (3)
Credits: Three (3)

II. COURSE DESCRIPTION:

This course integrates the four language skills: listening, speaking, reading, and writing while developing students’ vocabulary and grammatical structures. The English Lab (ENGL 3114) will reinforce listening and speaking skills developed in class.

Central Theme: Ecology – “People and Their Environment”

III. OBJECTIVES:

At the end of the semester the students will:

1. Express their ideas on a designated topic in written form in a clear, coherent, and understandable way with a minimum of 70% on a rubric scale.
2. Recognize, distinguish and apply the parts of speech in English grammar exercises given with a 70% of adequacy.
3. Increase their ability to apply and communicate ideas orally with a minimum of 70% of mastery.
4. Develop their ability to listen and understand information given in English via class discussions, exercises, readings and/or audio-visual material with a minimum of 70% of adequacy.
5. Organize and analyze electronic and library information for written and oral presentations with a minimum of 70% of mastery.
6. Defend their beliefs and positions on topics focused on the central theme of the course through oral/written reports with a minimum of 70% on a rubric scale.

IV. COURSE AND CONTENT AND TIME DISTRIBUTION:

1. Teaching-Learning Experience I
   a. Course Introduction and Syllabus Discussion 1 hour
### 2. Teaching-Learning Experience II  
**Modal Auxiliaries**
- **a.** Introduction to Modals  
  - 2 hours
- **b.** Types of Expressions  
  - 2 hours
- **c.** Types of Questions  
  - 2 hours
- **d.** Reading Selections  
  - 1 hour
- **e.** Test  
  - 1 hour
- **f.** Library Workshop I  
  - 1 hour

### 3. Teaching-Learning Experience III  
**Connecting Ideas**
- **a.** Types of Connectors  
  - 2 hours
- **b.** Connectors with Auxiliaries Verbs  
  - 2 hours
- **c.** Connectors with Even Though/Although  
  - 1 hour
- **d.** Reading Selections  
  - 1 hour
- **e.** Test  
  - 1 hour
- **f.** Library Workshop I  
  - 1 hour

### 4. Teaching-Learning Experience IV  
**Comparisons**
- **a.** Comparisons with as...as  
  - 1 hour
- **b.** Comparatives and Superlatives  
  - 2 hours
- **c.** Comparatives and Superlatives with Adjectives-Adverbs  
  - 1 hour
- **d.** Using same, similar, different, like, alike  
  - 1 hour
- **e.** Reading and Writing Activities  
  - 2 hours

### 5. Teaching-Learning Experience V  
**The Passive**
- **a.** Active-Passive Sentences  
  - 2 hours
- **b.** Transitive-Intransitive Verbs  
  - 2 hours
- **c.** Reading and Writing Activities  
  - 1 hour
- **d.** Test  
  - 1 hour
- **e.** Library Workshop II  
  - 1 hour

### 6. Teaching-Learning Experience VI  
**Count/Non-Count Nouns and Articles**
- **a.** Count & Non-Count Nouns  
  - 2 hours
- **b.** *A versus An*  
  - 1 hour
- **c.** Using several, a lot of, many/much, and a few/a little  
  - 1 hour
- **d.** Reading and Writing Activities  
  - 2 hours

### 7. Teaching-Learning Experience VII  
**Adjective Clauses**
- **a.** Adjective Clauses/Using Who – That  
  - 2 hours
- **b.** Using Pronouns to Describe People or Things  
  - 2 hours
8. **Teaching-Learning Experience VIII**  
   **Oral Communication**  
   a. Oral and Written Presentations  
   
   **TOTAL:**  
   **45 CONTACT HOURS**

**Note:** The above is a tentative schedule of work. Topics, themes, and time dedicated for each Teaching-Learning Experience may vary from course to course and or from professor to professor. All students will engage in using the texts and solicited materials. The professor will assign activities and exercises to be completed through the student’s book and workbook, as well as, the use of the audio CD and the dictionary. The Library Workshops will be coordinated with the assigned librarian, the time dedicated for the workshops and the assigned exercise and or projects will form part of the class grade.

V. **INSTRUCTIONAL STRATEGIES:**

Holistic and eclectic approaches will be used in this course to help the students improve their listening, speaking, reading, and writing skills in English. Topics that are of interest to the students will be brought to class in forms of readings, movies, and illustrations among other means and used as a basis for discussion and writing. Students will be encouraged to talk and write about themselves and to compare their experiences with those of others or of characters in movies or stories.

Students will be writing compositions on assigned topics during the semester. Active participation is absolutely necessary in order to meet the objectives of the course. The skills developed in class will be reinforced orally in the language lab. The students will learn to use the library resources as a means for finding and / or searching for information on selected topics.

VI. **LEARNING RESOURCES**

Resources from the Center of Learning Resources will be integrated into the classroom experience, such as: data projector and laptop usage for PowerPoint presentations, overhead projectors, charts, television, VCR/DVD machines, Internet, and computer software, among others. Encyclopedias, books, newspaper/magazines articles, and other print/on-line material will also be incorporated for students to expand their knowledge on topics discussed in class.
VII. EVALUATION STRATEGIES

This will be based but not limited to the following:

<table>
<thead>
<tr>
<th>50% of the course</th>
<th>10% of the course</th>
<th>10% of the course</th>
<th>30% of the course</th>
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</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Language Lab (INGL 3114)</td>
<td>Final Test (10%)</td>
<td>Tests (2 or 3) (30%)</td>
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</tbody>
</table>
| Active participation; Class-work/Tasks; On-Line Tasks
| Assessment Techniques: Portfolio, Rubrics, Oral/Written Presentations/Projects, Library Workshop Projects, Movie Summary / Exercises
| Quizzes
| Other Creative Activities |

VIII. GRADING SYSTEM

- 100% - 90% = A
- 89% - 80% = B
- 79% - 70% = C
- 69% - 60% = D
- 59% - 0% = F

IX. COURSE AND CLASSROOM NORMS:

1. Attendance to Class is Compulsory. Punctuality to class is extremely important. Avoid late arrivals as well as need for leaving early, you will be marked absent for the time you are not in. Students with three (3) or more non-excused absences constitute a loose that seriously interferes with academic achievements as well as the exposition and discussion of themes in class. Therefore, three or more non-excused absences could lead to a reduction of a student’s final grade. (Absences in courses that meet for 1 ½ hours = 1 ½ absences; you have one absence for every hour of class.) Avoid interrupting the teaching-learning process.

2. Students’ with special needs and or participants of programs such as “Law 51”, vocational rehabilitation, special education or other similar programs should inform your professor for necessary arrangements. Students with
conditions that may require them to leave the class momentarily should inform the professor.

3. **Please keep your cell phones turned off or noiseless. Avoid embarrassment!** You are not excused from class to attend personal phone calls. Texting is **prohibited** during the class, as well as surfing the net, recording, video clipping or taking pictures; unless otherwise requested. You are not authorized to post pictures of the class, colleagues, professors, or other individuals on social networks without previous authorization; doing so could lead into legal actions.

4. It is absolutely prohibited to invite family, friends or other people who are not officially registered in the course or duly authorized by institutional officials. You are not authorized to bring pets unless these are trained (as guides for the blind or other) and authorized by the institutional officials.

5. **You must purchase the required texts and bring them to class.** Remember that photocopying a book with the intention of not buying it, is a **Federal** crime and **will not be sponsored, under any excuse or pretense, in this course.**

6. Student behavior in the classroom must be in accordance to the norms stated in the **General Norms of Students of the University of Puerto Rico.** It is all students’ responsibility to read these norms, especially those that are related to behavior and conduct within the premises of the University. All individuals are to be treated with respect.

7. Students are required to take care of Institutional property; and he/she will assume entire responsibility for his/her actions in not doing so.

X. **BIBLIOGRAPHY:**

   The following bibliography has been revised according to the books’ latest editions.

**TEXTBOOKS:**


**ADDITIONAL REFERENCES:**


Revised and Approved by the English Curriculum Committee
May 2014