Introduction to the course: English (UPJ, 2019-2020)

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Objective

- Critical & logical thinking
- General knowledge especially in the topic of urban issues.
- Confidence & ability to use English as a global language especially in working environment.

Class Schedule

- Tuesday : 07:30 – 09:10
  09:30 – 11:10
  11:30 – 13:10
  13:30 – 15:10

- Friday : 07:30 – 09:10
  09:30 – 11:10
  13:00 – 14:40
  15:00 – 16:40

Class Regulation

Manners

- Everyone has the right to be treated equally without any discrimination in gender, ethnic, race, religion or any other categories.
- Raise hand before speaking. Everybody must respect other's opinion by not talking or making any noise when someone is speaking.
- No eating & chewing gum in class.
- Every student may go out of the classroom (toilet/phone calls/etc.) With permission from lecturer.

Attendance

- Everyone must come to class on time. Those who come after 15 minutes may join the class but marked as absent.
- Based on academic regulation, minimum attendance is 75% (12 meetings out of 16), which means **maximum absent is 4 meetings.**

Gadgets

- All gadgets must be turned to silent/vibrate.
- Making / receiving phone calls should be done outside the classroom with permission from lecturer.
- Laptop/tablets/phones are not allowed **unless being instructed**.

Plagiarism

- Any attempts of cheating or plagiarism, such as copy-pasting other's work at any level will be given penalties.

Semester Plan

- Week 1-7 : Regular class
- Week 8 : Mid-term test (UTS)
- Week 9-15 : Regular Class
- Week 16 : Final test (UAS)

(Any cancelled meeting and holiday should be rescheduled)

Session	Topic	Assessment
1	Introduction to the course Getting to know each other	
2	English as a global language Speaking: Giving opinion	Short talk (individual) (10%)
3	Introduction to TOEIC Speaking: Expressing preference	
4	TOEIC listening test, part 1-2 Speaking: Expressing pro & contra	
5	TOEIC listening test, part 3-4 Speaking: Expressing agreement & disagreement	
6	TOEIC reading test, part 5-6 Speaking: Giving advice & suggestion	
7	TOEIC reading test, part 7 Speaking: Responding to a question / statement	
8	Mid-term test (TOEIC like)	Mid-term test (20%)
9	Speaking skills: Giving presentation Group work: Preparing a presentation	Group assignment (20%)
10	Speaking skills: Participating in a discussion Group work: Preparing a presentation	
11-13	Giving presentation practice	
14	Applying for a job: Writing a CV & a cover letter	Individual assignment (20%)
15	Applying for a job: Preparing for a job interview	
16	Final Test (Speaking, Job interview like)	Final Test (20%)

Grading Components

○ Class participation	:	10%	(Session 1-16)
○ Short talk	:	10%	(Session 2-7)
○ Group Assignment (Group presentation)	:	20%	(Session 9-13)
○ Individual assignment (CV & Cover Letter)	:	20%	(Session 14-15)
○ Mid-term Test (UTS) (TOEIC)	:	20%	(Session 8)
○ Final Test (UAS) (Job interview)	:	20%	(Session 16)
Final Grade		100%	

Learning Material

- Learning material are published on OCW
- Other class material (if any) will be sent via email before class.
- Students are expected to prepare themselves with as much knowledge as possible from any sources (books, internet, etc.)

Class Captain

Each class */ prodi* should have 1 captain to bridge communication between the lecturer and students.

- To act as a contact person representing the class.
- To verify attendance in class.
- To help organizing activities / assignments.

Assignment Description

1. **Short Talk (individual)**

   Task
   - Give a short talk on an assigned topic.

   Regulation
   - Each student is assigned a topic / question on session 1.
   - Every student is expected to give a short talk about the assigned topic in class on session 2-7.
   - Duration: 2-3 minutes.
   - Other than on the assigned topic, students may give more short talks (subject to availability of time.

   Grading components
   - Delivery : Confident, good gesture, voice quality
   - Content : Original, informative
   - Fluency : Fluent, hesitation handling
   - Accuracy : Language structure & vocabulary

2. Group presentation

Theme
- Introducing Indonesia's precious asset to the world
  (culture /tourism / product / natural resource / etc.)

Content (suggested)
- Explanation about the asset
- How it gives impact to the country
- How to preserve and/or promote the asset
- Must include one campaign material (poster/ brochures/ vlog / video documenter/ etc.)

Regulation
- Each group is free to decide the topic of the presentation.
- Duration: 10-15 minutes presentation, 5-10 minutes questions.
- Every student must take part equally.
- Always use English. Any local terms must be well explained in English.
- Use visual aid (ppt slides) effectively.

Grading components
- Group : General impression, content, visual aid, group work, question handling.
- Individual : Delivery, fluency, accuracy
- Campaign material : interesting, effective

3. Individual assignment

Task
Writing a curriculum vitae and a cover letter

Description
- Select a job advertisement that you find interesting and match your profile.
- Create a curriculum vitae and a cover letter to apply for the job.

Grading components
- General impression
- Organization
- Content
- Language
- Mechanic