

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Preparatory studies in English (A0193), 5.0
Toteutus	LYA1411: 1/2014-2015 (12.09.2014 - 05.12.2014)
Tyyppi	KIELIOPINNOT (0315)
Ryhmät	Ensisijainen: LYA14SY Muut:
Projektissa mukana	
Luennoitsijat	Ilona Rönkä
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	19.05.2014 08:00 - 02.06.2014
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Ei Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Ei
Opettajat	Rönkä Ilona (Vastuupettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Verkko/virtuaali Kieli: englanti Virtuaalisuus: 0 op T&k-integraatio: 0 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	30.12.2012 Suoritusmateriaalin arkistointi päättyy: 29.11.2014
Tenttipäivät	
Opintojakson suoritettuaan opiskelija osaa	• improve English skills needed during studies • write logical and formally satisfactory sentences • write reasonably clear and detailed texts • start practising academic writing • make efficient presentations
Edeltävät opinnot	
Osaamistavoitteet	The student will learn and practise • the English grammar • business English vocabulary • various methods in language learning to improve their language skills
Keskeinen sisältö	• Revision of basic grammar rules • Building up business vocabulary • Text analyses • Reports and summaries • Interpretation of data • Graphic presentations • Presentation skills • Arguing for and against • Acting as an opponent
Oppimateriaali	• Handouts provided by the teacher
Arviointikriteerit ja arviointimenetelmät	• Mandatory attendance • Pass / Fail • All the tasks completed and corrected (two spoken and four written tasks) • First drafts of writing tasks given a grade on a scale from 1-5 • All the corrected writing tasks together with first drafts handed in at the end of the course as a Course Portfolio
Muut toteutusjärjestelyt	• The study unit starts in week 37 and ends in week 48. • Lectures are held on Fridays at 12.30-15. • For a detailed schedule see Learning events / Oppimistapahtumat.

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Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
12.09.2014	12.30-15	2	Introduction	• Introduction • Getting started • Writing task 1 set (DL Wedn 17 Sept, 10am) • Spoken task set		Ilona Rönkä
19.09.2014	12.30-15	2	Academic style	• Academic style (Laurea's in-house standards) • U and C nouns, the use of the article • Writing task 2 set (DL Wedn 24 Sept, 10am)		Ilona Rönkä
26.09.2014	12.30-15	2	Presentations	• Presentation and PowerPoint skills • Presentation task set (DL PP slideshow 1st draft Thurs 2 Oct, 10am; 2nd draft Wedn 8 Oct, 10am) • Mini lesson task set • Reading a short story		Ilona Rönkä
03.10.2014	12.30-15	2	Business vocabulary	• Practising business vocabulary • Discussion on the story read • Grammar issues arising from Writing tasks 1 +2 • Starting a new paragraph		Ilona Rönkä
10.10.2014	12.30-15	2	Presentations	• Mini lesson 1 • Presentations and acting as an opponent • How to write a summary? • Writing task 3 set (DL Fri, 17 Oct, 10am)		Ilona Rönkä
17.10.2014			No classes	• Reading ch. 3 from <i>International Business</i> • Practicing Basic Business Vocabulary for the vocab test • Continue working on grammar issues		Ilona Rönkä
24.10.2014	12.30-15	2	Presentations	• 12.30-13.30 Culture workshop with A0073 students (pre-reading ch. 3 from <i>International Business</i>) • Presentations and acting as an opponent • Studying a text in detail • Vocabulary test on Basic Business Vocabulary		Ilona Rönkä
31.10.2014	12.30-15	2	Presentations	• Presentations and acting as an opponent • Mini lesson 2		Ilona Rönkä
07.11.2014			No classes	• Independent study: Grammar exercises completed in the Optima workspace English Grammar		Ilona Rönkä

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				- Online 2014-2015 (based on Writing tasks 1, 2 and 3) - Reading business news		
14.11.2014	12.30-15	2	Writing reports	- English Grammar Online Checklist handed in in class on paper - Business news presented - Remaining presentation conducted - How to write a report? - Writing task 4 set (DL Wedn 26 Nov, 10 am) - Mini lesson 3		Ilona Rönkä
21.11.2014	12.30-15	2	Data and graphs	- Mini lesson 4 - Individual presentations		Ilona Rönkä
28.11.2014	12.30-15	2	Debating	- Arguing for and against - Debate in class - Grammar test - Grammar issues arising from Writing tasks 3 and 4 - Interpreting data and graphs		Ilona Rönkä
05.12.2014	12.30-15	2	Portfolios completed	- NB! We meet in an ICT classroom. - Study unit feedback collected - Rewriting and handing in all writing assignments as a portfolio		Ilona Rönkä