

# Practical English 3

## Instructor

May Rufo

## Email

[mayrufo@daegu.ac.kr](mailto:mayrufo@daegu.ac.kr)

## Websites

[mayrufo.weebly.com](http://mayrufo.weebly.com)

→Lesson ppt

[pe.daegu.ac.kr](http://pe.daegu.ac.kr)

→Online activities (Moodle)

## Office Hours

Monday

13:00 - 13:50

Tuesday

10:00 - 11:50

## Office Location

Art 5, Room 1204

조형예술대학

5 호관 1204 호

## Office Phone

(053) 850-5676

## Course Goals

Practical English 3 (PE3) will focus on developing the English skills needed in a typical work-environment. We will cover aspects of the workplace like telephone English, emails, customer/colleague interactions, and basic presentation skills. There will be practical application of these skills during class, and ALL STUDENTS ARE EXPECTED TO PARTICIPATE ACTIVELY.

## Required Textbook

Practical English 3: English for the Workplace

Moodle is your **online classroom**. You will need the book to complete the online activities. These activities will prepare you for the tasks in class and help you study for the quizzes, Midterm and Final Tests.

## Class Rules

- Participate actively.
- Come to class on time.
- Always remember to put your cell phone on "manner mode".
  - Cell phones are okay when used for class activities (e.g., dictionary)
- USE ENGLISH IN CLASS.
  - We will do **A LOT** of partner/group work in class.
  - They will help you prepare for the Speaking Tests:
    - 1) recorded telephone conversation (.mp3)
    - 2) presentation (.ppt or prezi)
- Respect and help each other.
- Come to class prepared.

## Attendance

Attendance is part of your final grade. If you miss class, or if you are often late, your grade will be lowered.

- If you are not there during roll call (first five minutes), you are **LATE**.
- If you are more than **15 minutes late = 1 ABSENCE**.
- If you are **late 3 times = 1 ABSENCE**.
- If you have more than **10 absences = F (FAIL)**.

## Participation

To do well in this class, you have to participate and speak often—**IN ENGLISH**. Contribute freely and respectfully during class discussions and pair/group work.

**REMEMBER: THE MORE YOU USE ENGLISH, THE BETTER YOU GET AT IT.**

Speaking English can be scary; but if you try to speak often, you will become more and more confident. Do not worry about making mistakes. If you need help, don't be afraid to ask me or your classmates.

## Course Schedule\*

Week	Topic	Finish the online activities (Moodle) <b>BEFORE</b> we cover the unit in class; you need 80% to pass.
1	Introduction, Course overview	<input checked="" type="checkbox"/> FINISH Unit 1 Online
2	Unit 1: Getting Started	<input type="checkbox"/> FINISH Unit 2 Online
3	Unit 2: Office Basics	<input type="checkbox"/> FINISH Unit 3 Online
4	Unit 3: Customer Service	
5	QUIZ 1	<input type="checkbox"/> FINISH Unit 4 Online
6	Unit 4: On the Phone	<input type="checkbox"/> FINISH Unit 5 Online
7	Unit 5: Putting It All Together (review) <input type="checkbox"/> Record Telephone Conversation with your partner (.mp3)	
8	<b>MIDTERM EXAM</b>	<input type="checkbox"/> FINISH Unit 6 Online
9	Unit 6: Let Me Show You Around	<input type="checkbox"/> FINISH Unit 7 Online
10	Unit 7: Business Travel	
11	QUIZ 2	<input type="checkbox"/> FINISH Unit 8 Online
12	Unit 8: Powerful Presentations 1	<input type="checkbox"/> FINISH Unit 9 Online
13	Unit 9: Powerful Presentations 2	
14	Review; study for your exams <input type="checkbox"/> Finish your presentation (.ppt or prezi)	
15	<b>FINAL EXAM</b>	

\*This schedule is tentative and may change during the semester.

## Grading

20%	Attendance
20%	Participation, Moodle, Quizzes
30%	Midterm (Listening Test, Telephone Conversation – includes participation)
30%	Final (Listening Test, Presentation – includes participation)

