

ITA Speaking and Listening Class Eng 097

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Resources:

Communicate, by J. Smith, C. Meyers and A. Burkhalter

Targeting Pronunciation by Sue Miller

MSU TA Handbook

Technical terms cassettes

Taperecorder, headphones & adaptor

TEAM Program website/links: www.msu.edu/~teamprog

TA Program website www.tap.msu.edu

This is an English speaking and listening class for international teaching assistants. The course will provide systematic practice in three areas of spoken English relevant to classroom instruction:

- * English pronunciation
- * English used in making classroom presentations
- * English used in "class management"

The class will meet four and a half-hours per week for ten weeks with the instructor. Additionally, all students will meet TEAM tutors for pronunciation drills on the TEAM program.

For extra speaking practice students will all be assigned a free personal tutor. English Helproom meets Monday and Tuesday from 6:00-8:00 pm in Room 12 International Center.

The final class grade will be "P" (pass) or "NP" (no pass). To obtain a "P", students must complete all homework assignments satisfactorily and have no more than 4 unexcused absences. On November 20,21, students with a "P" will take the English Language Center's ITA Oral Interview. Students who pass the interview, satisfy MSU's TA English requirement and are cleared for teaching.

Students who do not complete all homework assignments or who have more than four unexcused absences will receive a class grade of "NP" and not be permitted to take the ITA Oral Interview. The only excused absence is illness documented by a nurse's or doctor's note. Being 10 minutes late to three classes will count as an absence. Students must return their books, taperecorders, adaptors, and headphones to the TA Office before they can take the ITA Oral Interview.

Eng 097

Week 1 Introduction

Tuesday:

Introduction to course
Requirements
Information about ITAOI
English Vowels

Assignment #1: Listen to your technical terms, make a list on paper and record 50 terms on a blank tape

Assignment #2: Read Comm. Pgs 132-133

Interview a senior TA in your department about the TA duties

Thursday:

Syllable stress
Reduced syllables
Communicate 44-46 Word stress

Friday:

English Consonants

Prep for concept teaching next week:

Defining a concept

Relative clauses

Define a word and define a technical term/whole class.

Assignment #3: Read "MSU Policies on Teaching" in the TA handbook. Intro pgs. 2-6. Write a short response.

Week 2 Defining a concept

Tuesday:

Review of vowels
Presentation skills
Organizational Phrases

Assignment #4: See pg. 61 in Communicate

Prepare a 5-minute presentation of a concept in your field.

Thursday:

Review Word Stress
Teaching a concept in small groups

Friday:

Teaching a concept
Video and audio tape

Assignment #5: Transcribe 10 consecutive sentences from your presentation on your cassette and correct the mistakes using a red pen.

Assignment #6: Make arrangements to observe an undergrad class/lab in your department next week.

Assignment #7: Exercises, pg. 16-18 Communicate

Week 3 Announcements and Syllabus Presentation

Tuesday:

MSU building names

American names

Discussion on TAs' leadership roles/ on the reading from the TA handbook

Practice announcements from daily newspapers, class memos

Practice academic terms. Handout and Communicate pg 16-17

Assignment #8: Prepare to present a syllabus. Communicate pg 20-21

See the sample syllabi in the TA Handbook pg. 2.6-2.17 but pick one to present in your field this week.

Thursday:

Linking

Work on class memos, SPEAK announcements

Discussion of class observations

Friday:

Present your syllabus. No videotaping, only audio.

One half of class present with an undergrad tutor.

Assignment 9: Transcribe 10 sentences from your syllabus presentation and make corrections.

Week 4 Presenting graphs

Tuesday:

“Four Teaching Styles” video discussion
Prep for graph presentations
Handout-sample graph outline
In-class practice with graphs
For Thursday, bring two graphs to present in small groups

Assignment #10: Prepare to teach a graph on Friday. Communicate Pg. 43

Thursday

Past tense –ed ending
Present tense –s ending
Practice graphs in small groups

Friday:

Present a graph (videotaped and audiotaped)
Assignment #11: Transcribe 10 sentences and correct the mistakes, due Tues..
Assignment #12: See the list of controversial topics on the handout and submit your topic of choice on Monday. On Thursday or Friday next week, you will lead a 20-minute discussion on your topic.

Week 5 Leading Discussions

Tuesday:

Discussion on class visits
Assignment #13: Read: TA Handbook pg. 1.1-1.4
Interview an undergraduate student and report on the differences in the educational systems (handout)

Thursday:

Intonation exercise Comm. 100-101
Discussions on controversial topics

Friday:

Discussions on controversial topics

Week 6 Teaching a Procedure/Process

Tuesday:

Geometric shapes exercise

Recipes

Describing everyday objects (stapler, taperecorder, watch,etc)

Assignment #14: Prepare to present a procedure on Friday.

Comm. Pg 77-78

Practice teaching your procedure in small groups on Thursday.

Thursday:

Word stress exercise: in pairs advertise a product

Teach a process in your field in small groups.

Friday:

Teaching a procedure (videotaped)

Assignment #15: Transcribe 10 sentences and correct your mistakes.

Week 7 Office Hour Roleplays

Tuesday:

Directness and indirectness exercise Comm. Pg.47-49

“Dealing with Problems” tape discussion

Assignment #16: Read “Office Hour Role-plays” handout

Thursday:

Practice roleplays

Discussion of undergrad interviews

Friday:

Roleplays with undergrads

Assignment #17: Write a few points you discussed with the undergraduates that wouldn't be common in your country

Week 8 Negotiating a Class Agreement

Tuesday:

Discussion (article summaries)

Thursday:

Negotiating Class Agreements

Friday:

Negotiating Class Agreements

Assignment #18: Prepare to teach a concept next week.

Week 9 Fielding Questions

Tuesday:

Exercises on Fielding Questions
Communicate, Unit 6

Thursday:

Teaching a concept and practice fielding questions

Friday:

Teaching a concept and practice fielding questions

Week 10 Review for the Interview Test

Practice teaching
Roleplays
Announcements

ITAOI: the following Monday and Tuesday