Welcome to ESL 251!
In this class, you will improve your listening skills, speaking skills and understanding of American culture. You will learn idioms, conversation skills and presentation skills. You will accomplish this by working independently and with your classmates using the textbook, CDs, language learning software, websites and interviews. You should spend at least six hours per week outside of class doing homework, practicing and reviewing. This course is 3 units.

Prerequisites
To be eligible for this class, you must have successfully completed ESL 244 with a C or better, or been placed in ESL 251 after taking the Placement Test. If you are not eligible for ESL 251, please drop the course and enroll in a course you are eligible for.

Required Texts and Materials
- *Four Point Listening & Speaking 1 (Intermediate)* by Folse & Lockwood
- an English-only dictionary such as: *Collins Cobuild Advanced, Longman’s Advanced American, Merriam-Webster’s Collegiate*, or *The American Heritage*
- 2-3 small bluebooks (buy in the bookstore) for journals
- access to a computer (De Anza has hundreds.)

Optional Texts
- a college level thesaurus

Course Content
- **Pronunciation Journal**
  You will record yourself reading from a lesson from the text in order to reinforce the practice in the speaking portions. You can record yourself on a sound file using audacity.com or anything similar that uses mp3 or wav. You can email me the sound file, put it on a flash drive or burn it on a CD. More explanation will be given in the course.

- **New Dynamic English software/website practice**
  Once a week (beginning in week 2), you will work on listening and pronunciation skills using a software program called *New Dynamic English*. You can also work on other ESL listening/speaking website programs.
Presentations

You will do one group presentation based on the topics from the lessons in your text. (See “ELECTING A LEADER” on p. 40.) You will record one individual presentation on a DVD or post privately online and turn it in to me with a self-evaluation. You will do a final, individual presentation for the class at the end of the quarter.

Preparing for Four Points lessons

This text is divided into 6 units. Each unit is then divided into 3 parts. Homework is lighter for Part 1 and progressively gets more difficult for Parts 2 and 3, so plan ahead and manage your time. For every Monday/Tuesday class, prepare activities in one part in Four Points before class. Here are the exercises you need to prepare and study. We will go over homework answers on Monday/Tuesday. I will check that you’ve completed the lessons randomly without advance notice.

Prepare for 1st Class Meeting of the week (Mon./Tues.) or 1st half of Monday night class

Part 1
- Pre-Listening Activities
- Strategy (read & study)
- Listening 1 (use CD in back of book)
Part 2
- Pre-Listening Activities
- Reading
- Strategy
Part 3
- Pre-Listening Activities
- Strategy
- Note-Taking Strategy
- Vocabulary Power
- Listening 3

Prepare for 2nd Class Meeting of the week (Wed./Thurs.) or 2nd half of Monday night

Finish anything that wasn’t completed on Tuesday. Speaking/Listening activities and/or preparations for projects/speeches/lab work, etc.

*Cross Cultural Partners

This project is optional. If you choose to work on this project, you will be given up to 10 extra credit points (depending on the final report). You will be matched with a partner who speaks a first language different from yours. Your partner will not be from this class. You will meet with your partner at least five times during the quarter. You will also keep a written journal about your meetings and submit a final report at the end of the quarter. You will also have to attend the 1st and final get-togethers. This project entails a minimum of 7 extra hours of work on your part. Details will be given later in class.

Class Collaboration

In this class, you will be working with your classmates everyday on exercises and activities. You must depend on each other to be successful. Be courageous and proactive—ask your classmates for suggestions and advice! Be kind and generous—give your classmates help and support!
English Only Please!
Although I have great respect for your first language, the purpose of this class is to improve your English skills. You will do that most successfully if you speak English at all times during class.

Extra Help at De Anza
1. Sign up for workshops and classes, and use the ESL multimedia in the Speaking and Listening Lab in AT 304.
2. Use the ESL multimedia software in AT 103/304.
3. Watch ESL videos in the Learning Center (LC). You must have a current student body card.
5. Sign up for a weekly tutor at the Tutorial Center in L47.
6. Get drop-in tutoring at the Writing-Reading Center located in AT 309.

Need more help? Visit the SSC! http://www.deanza.edu/studentsuccess

The Student Success Center offers free tutoring for many De Anza classes in the following locations:

Writing and Reading tutoring in ATC 309 (408-864-5840)
Math, Science and Technology tutoring in S-43 (408-864-8683)
General Subject tutoring in ATC 305 (408-864-8682)
Listening and Speaking support in ATC 304 (408-864-5385)
Skills courses and workshops: ATC 302 (408-864-8253)

Websites for Extra Practice
♦ Randall’s ESL Cyber Listening Lab (esl-lab.com) Listen to conversations and do exercises.
♦ Four Points website: www.press.umich.edu/esl/compsite/4Point/

Attendance
You must come on time to every class. If you miss more than three class meetings for any reason, you will be dropped from the class, receive a “W” or fail the class, depending on the day of your fourth absence. Three late arrivals to class will count as one absence.

If you do miss a class, it is your responsibility to contact your classmates or me, get the assignments for the following class and come to class prepared. You may find it helpful to get the names, phone numbers, and email addresses of two classmates. However, you are not required to give this information to anyone.

Classmate #1
Name ___________________________ Phone ___________ Email ___________________________

Classmate #2
Name ___________________________ Phone ___________ Email ___________________________
**Grading**
Please keep a record of your own points, so you can estimate your grade at any time.

<table>
<thead>
<tr>
<th>Item</th>
<th>Available Points</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation and Participation</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>New Dynamic English/website practice</td>
<td>10</td>
<td></td>
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<tr>
<td>Homework</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Speaking Activities</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Group Presentation</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Recorded Presentation (midterm)</td>
<td>15</td>
<td></td>
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<tr>
<td>Quizzes</td>
<td>10</td>
<td></td>
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<tr>
<td>Pronunciation Journal</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Final presentation</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>*Cross-Cultural Partners (extra credit)</td>
<td>1-10</td>
<td>You may receive up to 10 points for this optional assignment.</td>
</tr>
</tbody>
</table>

**Grading Scale**
95-100=A, 90-94=A-, 87-89=B+, 84-86=B, 80-83=B-, 76-79=C+, 70-75=C, 67-69=D+, 64-66=D, 60-63=D-, 0-59=F

**Missed Exam/Quiz and Late Paper Policy**
No make-up exams or quizzes will be given. Grades will be lowered 50% for work turned in late. If you have a serious problem, call or email me as soon as possible.

**Plagiarism/Cheating**
If you turn in any work that is not your own or copy anything from anyone or anywhere, you will automatically receive a 0 on the assignment/exam/quiz and may be dropped from the class or fail the course. Cheating includes any of the following: on homework: submitting another person's work as your own; during a quiz or exam: communicating in any way (including by cell phone) with any person other than the instructor; using any written materials other than the exam or quiz itself; using an electronic device such as a computer, cell phones, iPods, iPads, netbooks, smartphones, digital cameraa, electronic dictionaries, or any other device.

**Disruptive Behavior**
De Anza College will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting a class may be asked to leave that class. Administrative follow-up may result.

**Pagers and Cell Phones**
Please turn off all pagers and cell phones before entering class.

**Important Dates**
- Saturday, Jan. 15: Last day to add most classes
- Friday, Jan. 22: Last day to drop a class with no record of grade
- Friday, Jan. 28: Last day to request a class be changed to Pass/No Pass
Friday, Feb. 25  Last day to drop with a "W"
Monday, Jan. 17  Martin Luther King day—college closed
Fri.-Mon., Feb. 18-21  Presidents’ Weekend Holiday—college closed

**Final Exam**
(M/W 7:30a) 7-9a Thursday, March 24
(T/Th 9:00a) 7-9a Wednesday, March 23
(M 6:30p) 6:30-8:30p, Monday, March 21

**Office Visits**
*Please* come see me if you have *any* questions, problems, or just need a little extra help. Come see me early, before a small concern becomes a big concern! If you cannot come to my office hours, we can arrange another time.

**A Final Note**
By the end of this quarter your listening and speaking will be stronger. Improving your English skills does not come without effort. If you put maximum effort into your work, you will be surprised at how much progress you can make. Don't worry; you don't have to do it alone. Your classmates and I are here to help you. Together we can accomplish great things. So, let’s get busy, work hard, and enjoy the quarter!

*Save this greensheet and review it as necessary.*