



International  
Business College  
Mitrovica

## **ACDEMIC ENGLISH & STUDY SKILLS HANDBOOK & SYLLABUS**

<b>Level of study</b>	Semester 1 & 2
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# Welcome to Academic English & Study Skills at IBCM

The Academic English & Study Skills course is designed to support and encourage you in your academic journey at IBCM, and address the challenges of studying in the English language. The syllabus places particular emphasis on writing for academic purposes, and making sure that you have the academic tools to succeed as a student.

## What we offer you:

- Interactive and practical classes
- Lessons which are focused on your academic needs
- The opportunity to work on assessed academic work in a guided environment
- Course content tailored to the IBCM study programmes
- Comprehensive guidance on assignment writing
- One-on-one support where necessary
- Workshops focusing on specific skills or problem areas
- Support in preparing for exams and exam technique

## What we expect from you:

- Regular attendance and active participation
- Independent thinking and acceptance of responsibility for your own learning
- No plagiarism or cheating
- Completion of classroom tasks and activities
- Completion of small extra study activities, such as vocabulary learning or paragraph writing
- Communication with the teacher about your areas of need
- Utilization of consultations for support with specific study problems
- Attendance at relevant workshops

It is important that you review this document and the syllabus provided in order to understand what the course's expectations are. If you find anything unclear, please feel free to raise the issue with your lecturer.

**NOTE:** This is **not** a course focused on general English grammar and vocabulary. If you feel that you need to improve your general English skills, please enquire with student services about joining the EPC (English Preparatory Course), which runs three 90 minute classes a week and is taught by a local teacher.

# Course Overview

<b>Attendance</b>
Attendance for Academic English and study skills is mandatory, and counts towards your overall attendance record. There is a strong correlation between overall academic performance and attendance of Academic English & Study Skills classes
<b>Assessment</b>
This course is not formally assessed. However, there is an optional written project. Those who complete the project to a satisfactory standard will be awarded a certificate in Academic English & Study Skills.
<b>Communication and support</b>
If you have a comment or query, or would like to set up an individual consultation, please email your lecturer. Important information will be emailed to students, and shared in class.
<b>Teaching and Learning Materials</b>
All necessary materials are provided by the college. All materials (handouts/slides/videos etc.) will be uploaded to google drive. Students must produce their own writing materials such as paper, notebooks, and pens and pencils. It is also recommended that students purchase a dictionary.
<b>Guided study</b>
When you have upcoming deadlines, Academic English & Study Skills classes will be held in the computer lab and you can work on your projects individually or in groups. This is an opportunity to ask the English teacher questions about English, or about writing and Academic Assignment.
<b>Consultations</b>
Consultations are meetings with teachers about specific study issues. They can be arranged with your lecturer on an ad-hoc basis. Students are asked to send the lecturer any work to be discussed at least 24 hours before the consultation.
<b>Workshops</b>
Workshops are held throughout the year and focus on specific issues or problem areas. They are available for all students to attend.

# Course Goals & Learning Objectives

The course goals and objectives set out what you should achieve by the end of the course, if you attend and participate fully.

<b>Course Goals</b>
<p><b>By the end of this course, students will have knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Academic vocabulary and phrases, and how to use them</li> <li>• The different types of academic writing</li> <li>• What plagiarism is and how to avoid it</li> <li>• The role of different sources in essay and report writing</li> </ul> <p><b>The students will have skills in:</b></p> <ul style="list-style-type: none"> <li>• Organizing and taking responsibility for their learning</li> <li>• Recording and organizing learning from lectures and other settings</li> <li>• Reading and taking notes effectively</li> <li>• Develop strong independent research skills, using both online and traditional resources</li> <li>• Planning structuring and formatting an academic paper according to IBCM standards</li> <li>• Citing and referencing their sources</li> <li>• Drafting, editing and re-drafting their own written work</li> </ul> <p><b>The students will acquire competencies to:</b></p> <ul style="list-style-type: none"> <li>• Confidently participate in classroom discussions, pair and group work.</li> <li>• Write according to academic conventions in a descriptive and critical way.</li> <li>• Develop ideas and topics, and to structure an argument by putting forward different points of view.</li> </ul>
<b>Learning Objectives</b>
<p><i>Reading</i></p> <ul style="list-style-type: none"> <li>• Identify and follow the stages of a written text</li> <li>• Use skimming and scanning techniques to get the gist of a text and find specific information</li> <li>• Find the meaning of new and academic vocabulary in context and extend that meaning</li> <li>• Identify genre, purpose, tone, bias, and author's stance in a text</li> <li>• Critically read and analyse a variety of complex texts</li> <li>• Evaluate the reliability and credibility of a variety of texts, including those found on the internet</li> </ul>
<p><i>Writing</i></p> <ul style="list-style-type: none"> <li>• Plan, draft, structure and format essays and reports</li> <li>• Be familiar with all sections of an academic assignment at IBCM</li> </ul>



- Write structured paragraphs, using topic sentences, supporting ideas and relevant evidence
- Synthesise and summarise research, and paraphrase ideas
- Produce descriptive writing, such as case studies
- Write a well-structured critical essay with a clear argument and a refutation of the opposing point of view
- Re-draft and edit written work
- Correctly reference any research cited in writing

### *Listening*

- Listen to and follow instructions
- Listen for a range of purposes, e.g. to predict, identify stages and important ideas, answer short-answer questions, etc.
- Take notes from verbal explanations and write summaries of these notes
- Listen to differentiate between opinion and fact, solutions, explanations

### *Speaking*

- Use stress, tone and intonation to convey meaning
- Understand the rules of turn-taking, interrupting and preventing interruptions, suggesting, and accepting and rejecting ideas in classroom discussions
- Discuss a wide variety of issues, expressing opinions and reasons for those opinions
- Use persuasive language to convince others to adopt a point of view
- Give a presentation using visual aids

# Syllabus

The syllabus in the first semester focuses on getting you ready to study in the English language, and to produce high-quality reports and papers to European standards, with a particular focus on avoiding plagiarism.

All materials will be uploaded to google drive.

Lessons are delivered in various ways:

- Lectures: the class instructor presents information to the students
- Seminars: students discuss themes and concepts as a class and in groups
- Student presentations: students present information to their classmates
- Guided practice: students carry out a task or activity related to the lesson theme and/or their general programme, with guidance and support from the instructor
- Individual study practice: students work on assessed assignments for their spurs
- Grammar instruction: students practice grammar used in academic writing

<b>Topics covered</b>	
<b>Formal vs Informal Writing</b>	<b>Quoting, paraphrasing and summarizing</b>
<b>Academic vocabulary</b>	<b>Introductions and conclusions</b>
<b>Plagiarism</b>	<b>Grammar in academic writing</b>
<b>Writing an academic paper at IBCM</b>	<b>Writing a paragraph</b>
<b>Formatting an academic paper at IBCM (APA style)</b>	<b>Topic sentences</b>
<b>Referencing sources (APA style)</b>	<b>Transition words and phrases</b>
<b>Critically assessing sources</b>	<b>Signal phrases and quotations</b>

# Useful resources

**The Library:** There are many books in the library which are relevant to students of Academic English. It is your responsibility to utilise the resources in the library.

**Internet:** There are many, many resources for students of English Language and Academic English on the internet. Below is a list of some that you might find useful. If you know of or use any other websites, please share these with your lecturer or classmates.

**Speaking:** *Use these tools to practice phonetics and pronunciation*

<http://forvo.com/> Pronunciation dictionary

<http://www.soundsofenglish.org/> Excellent site for pronunciation practice

[Google translate](#) can help you with pronunciation (note – you should use Google Translate to help you DEVELOP your English skills – not to replace them!)

**Reading:** *Familiarize yourself with academic texts and practice summarizing, paraphrasing and synthesizing*

[http://www.gutenberg.org/wiki/Main\\_Page/](http://www.gutenberg.org/wiki/Main_Page/) Free book website

[www.JStor.com](http://www.JStor.com) As students of IBCM, you have access to JStor, an excellent online library of academic journals. Read as much as you can to familiarize yourself with academic writing styles. Your username and password will be distributed at the beginning of the academic year.

**Writing:** *Use these tools to help you expand your academic vocabulary*

<http://www.thesaurus.com/> The most widely used thesaurus website

<http://www.phrasebank.manchester.ac.uk/> Excellent site which explains some of the “nuts and bolts” of academic language for more advanced students

[Academic Vocabulary](#) – Build your academic vocabulary

**Listening:** *Listen to and watch lectures online, and practice note-taking*

[Ted Talks](#): Lots of great speakers on interesting topics (less academic style)

[BBC radio](#): Listen to BBC Radio 4 / World Service for interesting programmes, usually in formal spoken English.

[LSE Lectures](#): Access to video and podcasts of talks from influential thinkers from all over the world

[The Gresham Lectures](#): Videos of lectures on a range of issues held in London

**Grammar:** *Work on your grammar skills, from elementary level to advanced*

[Academic Grammar](#): Academic grammar from Hong Kong

[EnglishGrammar.org](#) An excellent blog with lots of resources

[Learn English by British Council](#) Lots of high quality information and activities

**Study skills:** *Use these sites to organize and enhance your studies*

[www.citethisforme.com](http://www.citethisforme.com) A great site which makes referencing and creating a bibliography easy.

<http://howtostudy.org/> A website full of resources and strategies for better study





[http://wps.pearsoned.co.uk/ema\\_uk\\_pp\\_studyskills/](http://wps.pearsoned.co.uk/ema_uk_pp_studyskills/) A website full of resources and strategies for better study

<http://www.palgrave.com/studentstudyskills/page/index/> A website full of resources and strategies for better study