

B1 LEVEL

CONTENTS

Computer terminology

How to write an E-mail

Thanks and apologies

How to fix and change appointments

Office vocabulary

How to write a fax

How to ask for and give information in English

Punctuation in English

Formal Letters

Job applications

Paragraphing and presentation

How to make a complaint about goods and services

TEXTBOOK

'Straight to Work / Subito al Lavoro 2' by Martin Harper, Edizioni Simple 2015 (A)

Available from the Libreria Universitaria Floriani, Via Don Minzoni 6, Macerata.

ADDITIONAL INFORMATION

NB: students must download the relevant PDF file for each lesson from the following website:

<http://docenti.unimc.it/martin.harper>

Here, they will find glossaries, announcements, calendars, timetables and other useful information.

METHOD

Register and Genre Analysis

Lessons

Language exercises for individual students and group-work

Reading comprehension

PRE-REQUISITES

Students will need an A2-B1-level knowledge of English, with reference to the CEFR

LANGUAGE TESTING & ASSESSMENT

At the end of the course, there will be a written test. Candidates have to write an email, plus a fax or a letter, to ask for information, make a request, apply for a job, make a complaint or reply to these kinds of messages.

The oral exam is as follows: each candidate should prepare and present a current Europass Curriculum Vitae, 2020 version, during a simulated job interview in English. Therefore, each candidate should be able to pronounce the alphabet and email symbols correctly, as well as numbers, dates, countries, nationalities, languages, prices etc., describe their own past (at least their studies at school and university, work experience and other achievements), their present situation (including any digital and/or linguistic abilities) and future (any relevant plans and ambitions they may have).

CRITERIA:

Written Test

Task 1 – an email

Criteria: 3 points=good; 2=acceptable; 1=weak; 0=insufficient sample of language

Presentation - 0-3 points - (12%)

Grammatical accuracy - 0-3 points - (12%)

Communicative effectiveness - 0-3 points - (12%)

Punctuation, spelling, capitalization - 0-1 points - (4%)

Task 2 – either a fax or a commercial letter

Criteria:

4 points=excellent; 3=good; 2=poor; 1=weak; 0=insufficient sample of language

Grammatical accuracy - 0-4 points - (12%)

Punctuation, spelling, capitalization - 0-4 points - (12%)

Communicative effectiveness - 0-4 points - (12%)

Presentation, cohesion and coherence - 0-4 points - (12%)

Adequacy and range of terminology and lexis - 0-4 points - (12%)

Oral Test

Criteria

5 points=excellent; 4=good; 3=acceptable; 2=poor; 1=weak; 0=insufficient sample of language

Pronunciation - 0-5 points - (16.5%)

Fluency - 0-5 points - (16.5%)

Grammatical accuracy - 0-5 points - (16.5%)

Adequacy and range of terminology and lexis - 0-5 points - (16.5%)

Curriculum Vitae Europass 2020 - 0-5 points - (16.5%)

Communicative effectiveness- 0-5 points - (16.5%)

SUSTAINABILITY

To save paper, students should send their assignments by email to the following address:
martin.harper@unimc.it

B2 LEVEL

CONTENTS

Criminal law

Tort law

Commercial law

International law

E-mail

Memos

Formal letters

Telephone calls

Taking messages

TEXTBOOKS

(A) 'Straight to Work / Subito al Lavoro 2' by Martin Harper, Macerata: Edizioni Simple, 2015.

(C) 'Introduction to International legal English' by Day, J., Krois-Lindner, A., & Firth, M.
Cambridge: Cambridge University Press, 2008.

ADDITIONAL INFORMATION

NB: students must download the relevant PDF file for each lesson from the following website:
<http://docenti.unimc.it/martin.harper>

Here, they will find glossaries, announcements, calendars, timetables and other useful information.

INTENDED LEARNING OUTCOMES

By the end of the course, students should be able to:

- a) read and write e-mails, memos and commercial letters of various kinds in English.
- b) read, write and reproduce a variety of genres: invitations, inquiries, instructions, complaints and replies.
- c) read, write and reproduce various registers: formal, neutral e informal.
- d) use fixed and semi-fixed phrases appropriately, with due attention to correct spelling, punctuation, paragraphing and capitalization.
- e) make and change appointments by telephone.
- f) ask questions politely or make requests on the phone, and reply appropriately.
- g) take messages
- h) explain and solve problems on the phone.

PRE-REQUISITES

Students will need a B1 level knowledge of English, with reference to the CEFR

METHODOLOGY

Register and Genre Analysis

Lessons

Language exercises for individual students and group-work

Reading comprehension

TESTING & ASSESSMENT

At the end of the course, there will be a written test lasting 90 minutes. For Task 1, candidates have read, understand and complete a text by putting 30 specified words into the correct form. If the word required is a verb, the correct form could be in the present, past or future, simple, perfect or continuous, active or passive, the infinitive, the gerund or the stem. If it is an adjective, it might be the comparative, the superlative, positive or negative. If it is a noun, it might be a crime, a criminal, a person, male or female, a thing or an idea. For Task 2, the candidates have to write either an email, a memo or a letter according to the instructions given.

The oral exam lasts about 10 minutes and consists of simulated telephone conversations. In a transactional exchange, each candidate should be able to make or change an appointment by phone, hire a car, call a taxi, book a hotel room or a table at a restaurant and/or change a reservation, explain and resolve a problem in English. Therefore, each candidate should be able to pronounce the alphabet and email symbols correctly, as well as numbers, dates, countries, nationalities, languages, prices etc.

CRITERIA:

Written Test

Task 1 – reading comprehension and grammar exercise - 0-30 points - (50%)

Task 2 – writing an email, a memo or a commercial letter

Criteria:

5 points=excellent; 4=good; 3=acceptable; 2=poor; 1=weak; 0=insufficient sample of language

Grammatical accuracy - 0-5 points - (8.5%)

Punctuation, spelling, capitalization - 0-5 points - (8.5%)

Appropriateness of language - 0-5 points - (8.5%)

Relevance and adequacy of content - 0-5 points - (8.5%)

Presentation, organization, cohesion and coherence - 0-5 points - (8.5%)

Adequacy and range of terminology and lexis - 0-5 points - (8.5%)

Oral Test

Criteria

5 points=excellent; 4=good; 3=acceptable; 2=poor; 1=weak; 0=insufficient sample of language

Pronunciation - 0-5 points - (16.5%)

Fluency - 0-5 points - (16.5%)

Grammatical accuracy - 0-5 points - (16.5%)

Adequacy and range of terminology and lexis - 0-5 points - (16.5%)

Achievement of set tasks - 0-5 points - (16.5%)

Communicative effectiveness- 0-5 points - (16.5%)

SUSTAINABILITY

To save paper, students should send their assignments by email to the following address:

martin.harper@unimc.it

CONTENTS

Criminal law

Trials, verdicts, sentencing, imprisonment and other punishments

Conventional word order in English

Modal verbs (present / past / future)

Conditional sentences

How to make a convincing PowerPoint presentation

How to give legal advice over the phone

Letters of Advice: how to give legal advice in the form of a letter

Claims: how to make a claim for damages in the form of a letter

TEXTBOOK

(C) Haigh, R. 2015. 'Legal English' (4th ed.). London & New York: Routledge

OBJECTIVES

By the end of the course, students should be able to:

- i) describe a criminal or civil case from beginning to end in English
- ii) write a formal letter expressing a legal opinion (Letter of Advice) in English
- iii) write a formal letter requesting damages (Making a Claim / Issuing a Claim) in English

In each case, students will be expected to reproduce the terminology, stylistic and linguistic features of conventional legal English

PRE-REQUISITES

Students will need at least a B2-level knowledge of English, with reference to the CEFR

METHODOLOGY

Register & Genre Analysis

Lectures

Lessons

Case Studies

Reading comprehension

Audio-visual comprehension

Webquests

TESTING & ASSESSMENT

To qualify for the final exam, students have to submit two pieces of coursework of the required standard.

Written test: at least one week before the final exam, candidates must send two formal letters to the following address: martin.harper@unimc.it (i) a Letter of Advice explaining a legal opinion in English; (ii) a Claim asking for damages or a reimbursement. Each letter should be not less than one page, and not more than two pages, in length. The teacher will explain the conventional format of a formal legal letter, the appropriate rhetorical structure and the details of the case during the course.

Speaking test: each student has to prepare a 15-minute PowerPoint presentation explaining a criminal or civil case from beginning to end, describing the crime, the criminal, the evidence, the victim, the suspects, the witnesses, the arrest, the trial, the verdict, the sentence, any appeals etc. Obviously, the case must not be one of those studied during the course.

WRITTEN TEST

Task 1 – (coursework) writing a Letter of Advice

Criteria:

5 points=excellent; 4=good; 3=acceptable; 2=poor; 1=weak; 0=insufficient sample of language

Grammatical accuracy - 0-5 points - (8.5%)

Punctuation, spelling, capitalization - 0-5 points - (8.5%)

Appropriateness of language - 0-5 points - (8.5%)

Relevance and adequacy of content - 0-5 points - (8.5%)

Presentation, organization, cohesion and coherence - 0-5 points - (8.5%)

Adequacy and range of terminology and lexis - 0-5 points - (8.5%)

Task 2 – (coursework) writing a Claim

Criteria:

5 points=excellent; 4=good; 3=acceptable; 2=poor; 1=weak; 0=insufficient sample of language

Grammatical accuracy - 0-5 points - (8.5%)

Punctuation, spelling, capitalization - 0-5 points - (8.5%)

Appropriateness of language - 0-5 points - (8.5%)

Relevance and adequacy of content - 0-5 points - (8.5%)

Presentation, organization, cohesion and coherence - 0-5 points - (8.5%)

Adequacy and range of terminology and lexis - 0-5 points - (8.5%)

Oral Test

Criteria

5 points=excellent; 4=good; 3=acceptable; 2=poor; 1=weak; 0=insufficient sample of language

Pronunciation and fluency - 0-5 points - (16.5%)

Content - 0-5 points - (16.5%)

Grammatical accuracy - 0-5 points - (16.5%)

Adequacy and range of terminology and lexis - 0-5 points - (16.5%)

PowerPoint Presentation - 0-5 points - (16.5%)

Communicative effectiveness- 0-5 points - (16.5%)

SUSTAINABILITY

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