



**UWI**

THE UNIVERSITY OF THE WEST INDIES  
ST. AUGUSTINE



**CENTRE FOR LANGUAGE LEARNING**  
**ENGLISH AS A FOREIGN LANGUAGE (EFL) PROGRAMME**  
**STUDENT HANDBOOK**  
**2008 - 2009**

**CLL**

**Centre for Language Learning**

*a centre of excellence for languages*

Associate Member



# WELCOME

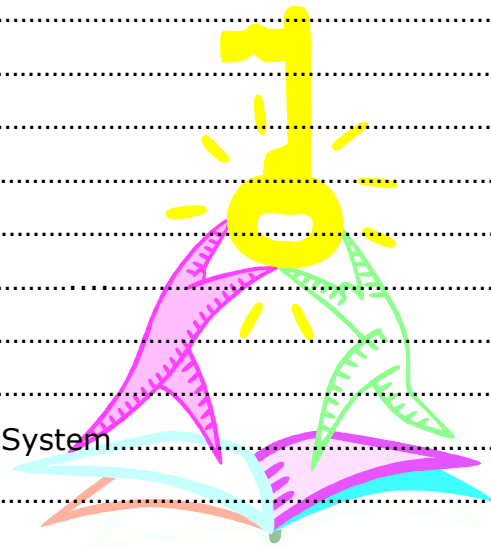
The **University of the West Indies** welcomes students from all over the world. The St. Augustine Campus is one of the three campuses that make up the UWI. The other two campuses are located in Barbados (Cave Hill) and Jamaica (Mona).

The St. Augustine Campus is an attractive campus situated 15 kilometres (east) of Port of Spain (the capital of the Republic of Trinidad and Tobago), with a distinctive mix of early 20th century and modern architecture and rich landscape of indigenous and introduced trees and shrubs.



## TABLE OF CONTENTS

About the EFL programme .....	4
Academic Calendar .....	4
How do I register for an EFL course?.....	5
Course outlines.....	8
Course content.....	9
Aims.....	10
Evaluations & Assignments.....	11
Communication Policy.....	12
Resources.....	13
Online Resources, How to study, Grading System.....	14
Important dates.....	15
Attendance policy.....	16
Timetable.....	17
Classroom Etiquette.....	18
Insurance.....	19
Immigration.....	20



## **English as a Foreign Language at the University of the West Indies, St. Augustine**

The English as a Foreign Language (EFL) Programme has provided international students with quality English language tuition for over fifteen years. Established in 1990, the programme has expanded to facilitate the burgeoning English language learning needs from the francophone and hispanophone Caribbean and South America.

At the University of the West Indies, our staff are well qualified and experienced specialists in the field of E.F.L. which ensures quality in language teaching. We at UWI are committed to providing you with a high standard of English education to help develop your language skills so you can advance your career and achieve your ambitions. We also offer you excellent facilities, vibrant culture and a learning experience you can find nowhere else.

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### **EFL Academic calendar 2009**

**GENERAL ENGLISH: January 12 – March 20 2009**

**BUSINESS ENGLISH: January 20- March 10 2009**

**TOEFL PREPARATION: February 18- May 8 2009**

**INTENSIVE COURSE A: June 1 – July 10 2009**

**INTENSIVE COURSE B: July 13 – August 21 2009**

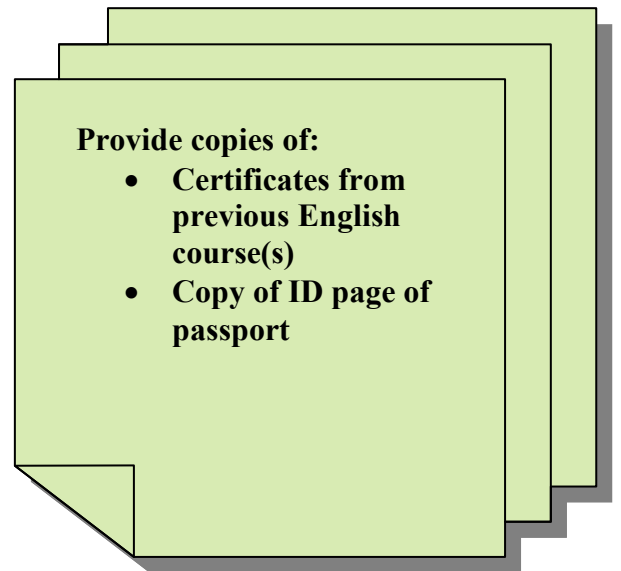
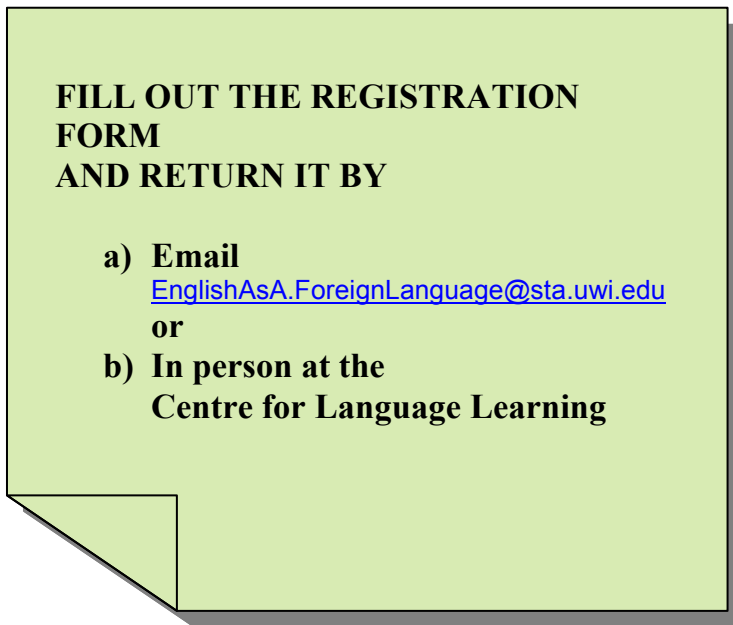
**GENERAL ENGLISH: September 14 – November 20 2009**

**BUSINESS ENGLISH: September 22- November 5 2009**



## How do I register for an EFL course?

### Step 1:



### Step 2:



**You will receive a letter of INVITATION to show to immigration authorities upon entry into Trinidad and Tobago.**

**Step 3:**

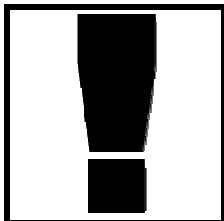


**On the first day of the scheduled course, you will take an EVALUATION EXAMINATION in order to determine your level of English.**

**Step 4:**



**You are placed in a level according to your results in the evaluation examination.**

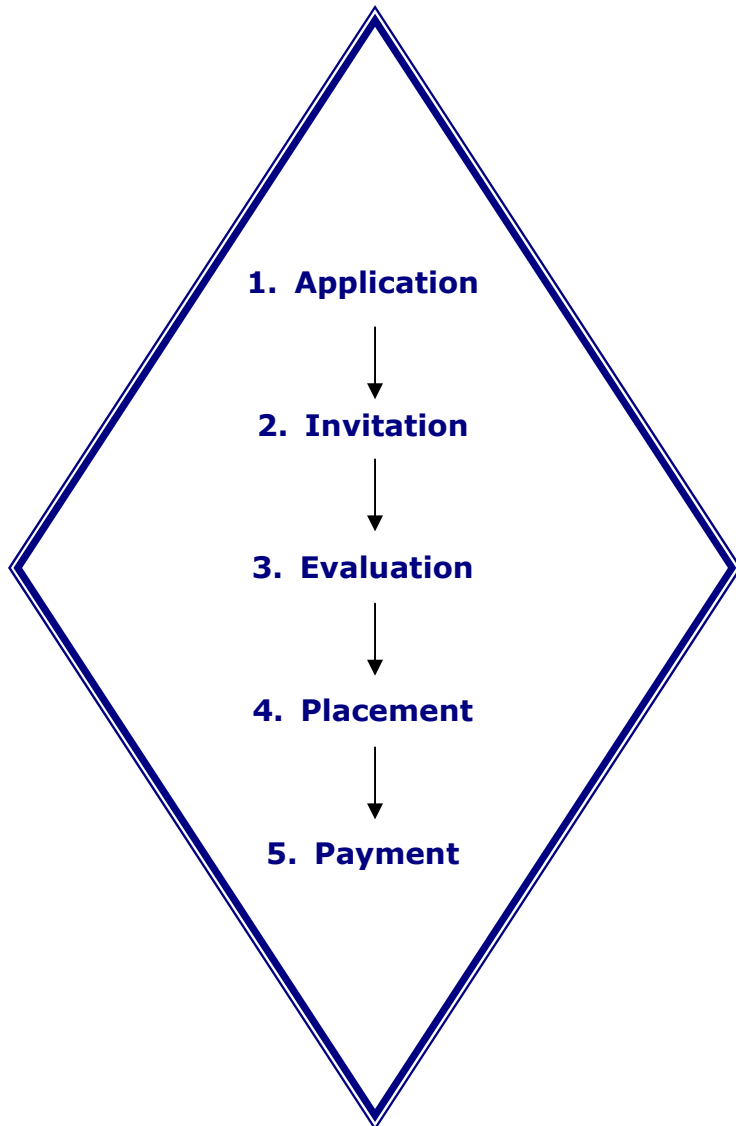


**Unfortunately, if you do not qualify for the course offered (too low or too high a score) we will not be able to offer you a place in the programme.**

**Step 5:**



**When it is confirmed that you can take the course, ALL course fees must be paid by the end of the first week of the course.**



## (EFL) General English Course Outline

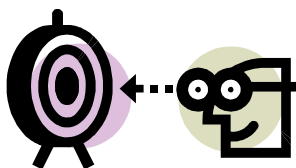
### Course Description:

- Courses involve fifteen (15) hours of classes per week for a period of ten (10) weeks.
- A skills-based syllabus is employed where the **grammar** component receives the most weighting, with remaining hours devoted to receptive and productive skills (**Listening, Speaking, Reading and Writing**).
- Two hours of pronunciation are also included per week.
- Courses in General English are offered to those who have either completed the course requirement listed below or who so qualify after scoring satisfactorily on a given placement test.

REQUIREMENT	COURSE LEVEL
Elementary Level	Pre-Intermediate
Pre-Intermediate	Intermediate
Intermediate	Upper-Intermediate

### Teaching Strategies:

Both inductive and deductive strategies are employed in the EFL classroom. The teacher's role is that of a guide and it is expected that students take responsibility for their own learning, i.e. students are expected to use their own initiative, asking questions to seek clarification, promoting discussion as well as speaking to English-speakers outside of class time in order to maximize the learning process.



### Course Objectives:

By the end of a course, students will be able to do the following:

Pre-Intermediate	Intermediate	Upper-Intermediate
use spoken English in a more natural way,	begin initiating conversation on various topics	communicate effectively in everyday situations – personal and factual topics
extend and build on the bank of already acquired vocabulary	communicate with native speakers in the appropriate register	compose and understand texts on personal and factual topics,
produce paragraphs using grammatical structures learnt	write longer personal letters and simple business letters	compose and understand texts on non-technical narrative and description appropriate to this level.
become cognizant of techniques and strategies in second language acquisition.	Summarize short selections of text.	

## Course Content

PRE-INTERMEDIATE	INTERMEDIATE	UPPER-INTERMEDIATE
<ul style="list-style-type: none"> <li>• Present Simple</li> <li>• Present Continuous</li> <li>• Past Simple</li> <li>• Past Continuous</li> <li>• Quantity</li> <li>• Articles</li> <li>• Future (<i>going to</i> and <i>will</i>)</li> <li>• Comparative and Superlative Adjectives</li> <li>• Present Perfect</li> <li>• Time and Conditional Clauses</li> <li>• Verb Patterns</li> <li>• Second Conditional</li> </ul>	<ul style="list-style-type: none"> <li>• Auxiliary Verbs</li> <li>• Present Simple</li> <li>• Present Continuous</li> <li>• Past Simple</li> <li>• Past Continuous</li> <li>• Modals of Obligation and Permission</li> <li>• Future Forms (<i>going to</i> and <i>will</i>)</li> <li>• Verb Patterns</li> <li>• Present Perfect Simple</li> <li>• Phrasal Verbs</li> <li>• First, Second and Zero Conditional</li> <li>• Time Clauses</li> <li>• Modals of Probability</li> <li>• Present Perfect Continuous</li> <li>• Time Expressions</li> <li>• Indirect Questions</li> <li>• Question Tags</li> <li>• Reported Speech</li> </ul>	<ul style="list-style-type: none"> <li>• Review of the tense system</li> <li>• Present Perfect</li> <li>• Present Perfect Continuous</li> <li>• Narrative Tenses</li> <li>• Passive Voice</li> <li>• Question Formation</li> <li>• Forming negatives</li> <li>• Future Forms</li> <li>• Expressing Quantity/Count Nouns</li> <li>• Modals</li> <li>• Phrasal Verbs + <i>Get</i></li> <li>• Relative Clauses and Participles</li> <li>• Expressing Habit</li> <li>• Conditionals/Hypothesizing</li> <li>• Prepositions</li> </ul>

Listening, Speaking, Reading and Writing classes will either highlight/reinforce grammatical structures taught, or other structures and themes considered relevant to this level and drawn from independent sources.

**Aims:**

The following language functions will be developed over the course of the semester:

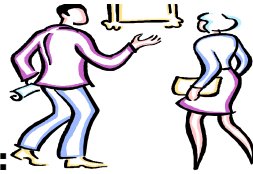
PRE-INTERMEDIATE	INTERMEDIATE	UPPER-INTERMEDIATE
<ul style="list-style-type: none"> <li>• Asking and answering personal questions.</li> <li>• Exchanging information about various activities.</li> <li>• Talking about events in the past using regular and irregular verbs.</li> <li>• Storytelling.</li> <li>• Asking for information and providing answers in “shopping” situations.</li> <li>• Talking about hopes and ambitions.</li> <li>• Giving opinions.</li> <li>• Making suggestions.</li> <li>• Making plans</li> <li>• Hypothesizing</li> </ul>	<ul style="list-style-type: none"> <li>• Asking questions, using negatives and giving short answers.</li> <li>• Talking about sports and leisure activities.</li> <li>• Talking about events in the past using regular and irregular verbs.</li> <li>• Giving opinions.</li> <li>• Making requests and offers.</li> <li>• Making suggestions.</li> <li>• Hypothesizing.</li> <li>• Presenting oral and written discourse on everyday topics.</li> <li>• Summarizing ideas.</li> </ul>	<ul style="list-style-type: none"> <li>• Talking and writing about events in the past, using regular and irregular verbs.</li> <li>• Asking and answering questions about people’s life experience.</li> <li>• Using passives to describe processes or systems.</li> <li>• Recognizing and using technical vocabulary.</li> <li>• Summarizing and paraphrasing a text.</li> <li>• Giving advice and making deductions.</li> <li>• Expressing wishes and regrets.</li> <li>• Giving written views for and against a subject.</li> <li>• Using connecting sentences into text.</li> <li>• Listening for the gist as well as for specific information</li> </ul>



### Evaluations and Assignments:

This ten-week course is evaluated through 100% continuous in-course assessment. Evaluations will take place during slots designated for class time. **Grammar evaluations take place in Weeks Three, Six and Nine and Skills Evaluations in Weeks Five and Nine.** Students will be assessed in the following areas:

<b>AREAS OF ASSESSMENT</b>	<b>PERCENT</b>	<b>NUMBER OF ASSESSMENTS</b>
Grammar	50%	Three
Listening	10%	Two
Speaking	10%	Two
Reading	10%	Two
Writing	10%	Two
Homework and Class-work	10%	Will be checked randomly by tutors.

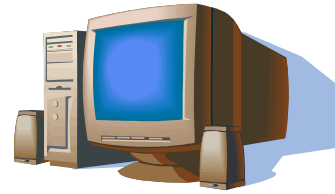


**Communication Policy:**

- It is recommended that student issues not be dealt with during class time.
- Individual teachers will inform students of their preferred method of contact, i.e. by telephone, email or in person.
- Lengthy and confidential matters to be discussed with the EFL Coordinator will be conducted at the EFL Office with at least one day's notice either by email ([Amina.Ibrahim-Ali@sta.uwi.edu](mailto:Amina.Ibrahim-Ali@sta.uwi.edu)) or telephone (662-2002 ext. 2343).



## Resources



### In class -

- The text required for these courses is the **New Headway Pre-Intermediate/Intermediate/Upper-Intermediate English Course (Student's Book)**. This will be available for purchase through The Book Specialists, Eastern Main Road, St. Augustine.
- It is not necessary that the *New Headway Pre-Intermediate/Intermediate/Upper-Intermediate Workbook (with key)* is purchased, although it will also be made available.
- Purchasing a monolingual or bilingual dictionary is recommended, although for the higher levels a monolingual dictionary is preferable.
- The required text does not represent a course outline, and therefore **does not require completion**.
- Material will be drawn from this text as well as from other sources in order to ensure that the syllabus is covered.
- Supplementary material for both grammar and skills classes will be provided by the tutor(s) in the form of handouts.

### Main Library -

It is recommended that students make ample use of the Main Library, located on the St. Augustine Campus. At the *Reading Room*, daily newspapers are available. Borrowing texts in English pertinent to students' particular interests or professional fields, is encouraged.

### Self-access Facility -

- The **Self-Access Facility** is located at the south-eastern end of the first floor of the Centre for Language Learning.
- Resources are provided which students may use for individual language practice. Materials include CDs, textbooks and workbooks.
- Internet access allows for exploring the recommended websites which contain a myriad of activities designed for language practice.
- Materials may not be taken out of the facility but students may visit before and after classes to engage in language practice quietly and at their own pace.
- In order to complete grammar exercises that correspond with grammar classes, students are required to visit the Self-Access Facility and utilize copies of the workbook available there.

## Online Resources -

The following are recommended websites which students may visit for the purposes of practicing English:

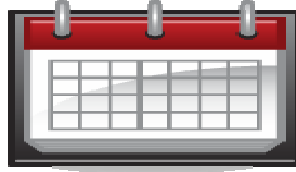
1. <http://www.englishjobmaze.com/ejmlinks2.htm>
2. <http://www.answerenglish.co.uk/>
3. <http://www.tnellen.com/cybereng/>
4. <http://owl.english.purdue.edu/handouts/esl/eslstudent.html>
5. <http://www.scc.losrios.edu/~langlit/esl/practice.htm/>
6. <http://www.bbc.co.uk/skillswis/>
7. <http://www.learnenglish.org.uk/>
8. <http://towerofenglish.com/>

## How to study for this course:

Other than using the prescribed texts for the purposes of study and consolidation, reading newspaper/magazine articles and other texts in English no doubt improves the student's comprehension and written skills. Communication skills can be practiced by consistently engaging in conversation with English speakers.

## Grading System:

GRADE	MARKING RANGE
A+	86+
A	76-85
A-	70-75
B+	68-69
B	64-67
B-	60-63
C+	58-59
C	54-57
C-	50-53
D+	44-49
D	40-43
F	0-39



## Important Dates

**Please note that on public holidays in Trinidad & Tobago, no classes will be held.** The timetable will however be adjusted to reflect the complement of 150 hours. Public holidays in Trinidad & Tobago for 2009 are listed below:

<b>DATES</b>	<b>PUBLIC HOLIDAYS</b>
1 <sup>st</sup> January	New Year's Day
23 <sup>rd</sup> and 24 <sup>th</sup> February	Carnival Monday and Tuesday
10 <sup>st</sup> April	Good Friday
13 <sup>th</sup> April	Easter Monday
30 <sup>th</sup> March	Baptist Liberation Day
30 <sup>th</sup> May	Indian Arrival Day
11 <sup>th</sup> June	Corpus Christi
19 <sup>th</sup> June	Labour Day
1 <sup>st</sup> August	Emancipation Day
31 <sup>st</sup> August	Independence Day
24 <sup>th</sup> September	Republic Day
To be announced	Eid-ul-Fitr
To be announced	Divali
25 <sup>th</sup> December	Christmas Day
26 <sup>th</sup> December	Boxing Day



**Attendance Policy:**

- **Students are asked to be punctual.**
- **Student attendance will be noted daily by course lecturers.**
- **Students must attend 75% of classes in order to receive a certificate.**
- **Students who arrive more than 20 minutes late will receive **NO ATTENDANCE** or **ABSENT** for that session.**
- **Students should inform relevant teacher if they are going to be absent or late for class by email, telephone or note.**
- **Students are responsible for getting all class material from peers or teachers when absent.**

**Timetable:**

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>9:00 – 11:00 a.m.</b>	<b>GRAMMAR</b>	<b>GRAMMAR</b>	<b>GRAMMAR</b>	<b>GRAMMAR</b>	
					<b>Pronunciation 10:00 a.m. to 12:00 noon</b>
	<b>L B</b>	<b>U R</b>	<b>N E</b>	<b>C A</b>	<b>H K</b>
<b>1:00 – 2:30 p.m.</b>	<b>SKILLS</b>	<b>SKILLS</b>	<b>SKILLS</b>	<b>SKILLS</b>	<b>F R E E</b>



### Classroom Etiquette

- ✓ It is expected that cell phones are turned off during class time. This is in accordance with a directive taken at the Academic Board at the University of the West Indies, St. Augustine Campus dated 05 April 2002, which states, "**All mobile/cell phones must be switched off before entering lecture rooms for lectures/seminars, tutorials.**"
  
- ✓ Students should arrive punctually to class. This minimizes the chance of lost time and is a mark of respect for both the teacher and fellow classmates.
  
- ✓ It is expected that assignments are handed up on white folder pages and not on pages torn out of a notebook. Students are reminded that assignments should either be typed and double-spaced, or be clearly **written in pen and not pencil.**
  
- ✓ Eating and drinking are not allowed in the spaces designated for class.
  
- ✓ Classroom windows must not be opened by students.



## **INSURANCE**

- **Students MUST have travel/medical insurance coverage for the duration of their stay in Trinidad and Tobago.**
- **Students will be required to show proof of insurance upon acceptance.**

