



STUDENT HANDBOOK

ENGLISH AS A FOREIGN LANGUAGE PROGRAMME



2022/2023

CLL | Centre for
Language Learning
THE UNIVERSITY OF THE WEST INDIES – ST. AUGUSTINE CAMPUS

Go Global! 
Learn A Language!

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WELCOME



**WELCOME
TO
THE UNIVERSITY OF THE WEST INDIES**

The **University of the West Indies** welcomes students from all over the world. The St. Augustine Campus is one of the five campuses that make up the UWI. Other campuses are located in Barbados (Cave Hill) and Jamaica (Mona) the web-based campus (Open Campus) and the Five Islands campus.

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.

It comprises eight (8) faculties:

- Engineering
- Food and Agriculture
- Humanities and Education
- Law
- Medical Sciences
- Science and Technology
 - Social Sciences
 - Sport

Its graduate institutions are the Arthur Lok Jack School of Business, the Institute of International Relations and the Sir Arthur Lewis School of Economics.

For information regarding the University's research units and centres, visit: www.sta.uwi.edu/research/



ABOUT THE CENTRE

WELCOME TO THE CENTRE FOR LANGUAGE LEARNING (CLL)



The **Centre for Language Learning (CLL)** is a department under the Faculty of Humanities and Education. It was established in 1997. We offer courses in Arabic, (Mandarin) Chinese, French, German, Hindi, Italian, Japanese, Korean, Portuguese, Spanish, and Yoruba and **English as a Second Language**. With our state-of-the-art facilities, small, highly interactive classes, dynamic staff and supportive learning environment, we invite you to embark on a journey of a lifetime.



ABOUT THE PROGRAMME



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 twenty years. In the last ten years, it has expanded to facilitate the English language learning needs of the Caribbean and South America.

Our qualified and experienced EFL staff members are specialists who are committed to providing learners with a high standard of English language proficiency to serve their student and career goals. As learners develop all four skills – speaking, listening, reading and writing – through cultural immersion and diverse opportunities to practice, they emerge as more confident language users of the English language.

ESL ACADEMIC CALENDAR 2022/2023

October 3 - 28, 2022

November 7 - December 2, 2022

January 9 - February 3, 2023

February 6 - March 3, 2023

March 6 - 31, 2023

April 3 - 28, 2023

May 1 - 26, 2023

June 5 - 30, 2023

July 3 - 28, 2023



REGISTRATION

How do I register for an EFL course?

On the CLL ESL webpage click on this icon to access the registration form.

Submit your registration form using the live form.



Thank you for registering!

Your submission has been received.



COURSE OUTLINE

COURSE DESCRIPTION

- Each module comprises 50 contact hours. A level is comprised of three modules I, II and III. To ensure that learners benefit from the total number of hours, there are twelve and a half (12.5) hours of classes per week for a period of four (4) weeks.
- A skills-based syllabus is employed where the following components are equally weighed: **Grammar, Listening, Speaking, Reading and Writing.**
- Skills are practiced in classes under the guidance of a tutor. It is important however that the learner take charge of his/her learning in an appealing, varied and supportive environment.
- Courses in General English are offered to those who have either completed the pre-requisite course, or so qualify after placement. satisfactorily on a given placement test.

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 level, students will be able to do the following:

ELEMENTARY	PRE-INTERMEDIATE	INTERMEDIATE	UPPER INTERMEDIATE	ADVANCED
<ul style="list-style-type: none"> Use simple phrases and sentences to describe what they do, where they live, people and places they know. 	<ul style="list-style-type: none"> Use spoken English in a more natural way. 	<ul style="list-style-type: none"> Begin conversation on various topics. 	<ul style="list-style-type: none"> Communicate effectively in everyday situations – personal and factual topics. 	<ul style="list-style-type: none"> Analyze the systems of language in use.
<ul style="list-style-type: none"> Ask and answer simple questions on familiar topics and in areas of immediate need. 	<ul style="list-style-type: none"> Extend and build on the bank of already acquired vocabulary. 	<ul style="list-style-type: none"> Communicate with native speakers in the appropriate register. 	<ul style="list-style-type: none"> Compose and understand texts on personal and factual topics. 	<ul style="list-style-type: none"> Read and listen to a variety of challenging and interesting text-types.
<ul style="list-style-type: none"> Interact using simple topics once the other person is prepared to repeat or rephrase ideas at a slower rate of speech. 	<ul style="list-style-type: none"> Produce paragraphs using grammatical structures learnt. 	<ul style="list-style-type: none"> Write longer personal letters and simple business letters. 	<ul style="list-style-type: none"> Compose and understand texts on non-technical narrative and description appropriate to this level. 	<ul style="list-style-type: none"> Give opinions and participate in discussions and role-plays.
<ul style="list-style-type: none"> Write a short, simple messages and postcards, fill in forms with personal details. 	<ul style="list-style-type: none"> Become cognizant of techniques and strategies in second language acquisition. 	<ul style="list-style-type: none"> Summarize short selections of text. 		<ul style="list-style-type: none"> Develop writing skills in a variety of genres.



COURSE CONTENT

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.

ELEMENTARY	PRE-INTERMEDIATE	INTERMEDIATE	UPPER INTERMEDIATE	ADVANCED
<ul style="list-style-type: none"> Verb 'to be' with possessive adjectives, possessive 's, questions and negatives and short answers. 	<ul style="list-style-type: none"> Present Simple Present Continuous Present Perfect 	<ul style="list-style-type: none"> Auxiliary Verbs Present Simple Present Continuous Past Simple Past Continuous 	<ul style="list-style-type: none"> Review of the tense system Present Perfect Present Perfect Continuous 	<ul style="list-style-type: none"> Avoiding Repetition Tense Review Adverb Collocations
<ul style="list-style-type: none"> The Present Simple There is/are, prepositions of place 	<ul style="list-style-type: none"> Past Simple Past Continuous 	<ul style="list-style-type: none"> Modals of Obligation and Permission Future Forms (<i>going to</i> and <i>will</i>) 	<ul style="list-style-type: none"> Narrative Tenses Passive Voice Question Formation 	<ul style="list-style-type: none"> Discourse Markers Ways of adding emphasis Distancing the facts
<ul style="list-style-type: none"> How many? Some, any Much, many A, some This, that, these, those Can, can't, could 	<ul style="list-style-type: none"> Quantity Articles Future (<i>going to</i> and <i>will</i>) Comparative and Superlative Adjectives 	<ul style="list-style-type: none"> Verb Patterns Present Perfect Simple Phrasal Verbs First, Second and Zero Conditional Time Clauses 	<ul style="list-style-type: none"> Forming negatives Future Forms Expressing Quantity/Count Nouns Modals Phrasal Verbs + <i>Get</i> 	<ul style="list-style-type: none"> Modal Auxiliary Verbs Real and Unreal Tense Usage Verb Patterns
<ul style="list-style-type: none"> Past Simple Adverbs Count and uncount nouns Comparatives and superlatives Present Continuous Going to Question forms 	<ul style="list-style-type: none"> Time and Conditional Clauses Verb Patterns Second Conditional 	<ul style="list-style-type: none"> Modals of Probability Present Perfect Continuous Time Expressions Indirect Questions Question Tags Reported Speech 	<ul style="list-style-type: none"> Relative Clauses and Participles Expressing Habit Conditionals/Hypothesizing Prepositions 	<ul style="list-style-type: none"> Intensifying Adverbs Relatives and Past Participles Linking Devices



LANGUAGE FUNCTIONS

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

ELEMENTARY	PRE-INTERMEDIATE	INTERMEDIATE	UPPER INTERMEDIATE	ADVANCED
<ul style="list-style-type: none"> • Giving Directions. • Describing habits and routines. • Describing people, places, food, the weather. 	<ul style="list-style-type: none"> • Asking and answering personal questions. • Exchanging information about various activities. 	<ul style="list-style-type: none"> • Asking questions, using negatives and giving short answers. • Talking about sports and leisure activities. 	<ul style="list-style-type: none"> • Talking & writing about events in the past, using regular & irregular verbs. • Asking & answering questions about life experiences. 	<ul style="list-style-type: none"> • Following the main points in linguistically complex academic and professional presentations, reports and lectures.
<ul style="list-style-type: none"> • Giving personal information. 	<ul style="list-style-type: none"> • Talking about events in the past using regular and irregular verbs. • Storytelling. 	<ul style="list-style-type: none"> • Talking about events in the past using regular and irregular verbs. • Giving opinions. 	<ul style="list-style-type: none"> • Using passives to describe processes or systems. • Recognizing & using technical vocabulary. 	<ul style="list-style-type: none"> • Interacting fluently on general matters and in his/her field of specialization.
<ul style="list-style-type: none"> • Greetings. • Making polite requests. • Making suggestions. 	<ul style="list-style-type: none"> • Asking for information and providing answers in “shopping” situations. • Talking about hopes and ambitions. 	<ul style="list-style-type: none"> • Making requests and offers. • Making suggestions. • Hypothesizing. 	<ul style="list-style-type: none"> • Summarizing & paraphrasing a text. • Giving advice & making deductions. • Expressing wishes & regrets. 	<ul style="list-style-type: none"> • Using synonymous words and expressions. • Expressing spoken and written points of view explicitly or implicitly.
<ul style="list-style-type: none"> • Telling the time. • Understanding and using numbers. • Understanding and using prices. 	<ul style="list-style-type: none"> • Giving opinions. • Making suggestions. • Making plans. • Hypothesizing. 	<ul style="list-style-type: none"> • Presenting oral and written discourse on everyday topics. • Summarizing ideas. 	<ul style="list-style-type: none"> • Giving written views for/ against a subject. • Using connecting sentences in texts. • Listening for the gist & for specific information. 	<ul style="list-style-type: none"> • Manipulating connectors in spoken and written discourse with ease. • Producing clear, well-structured detailed texts on a wide range of topics.



EVALUATIONS AND ASSIGNMENTS



The four-week course is evaluated through 100% continuous in-course assessment. Evaluations will take place on the final Friday. Students who are absent for testing, will be allowed to sit the tests in the coming week **ONLY** if there is documented proof of illness or an emergency.



ASSESSMENT

How to study:

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.

STUDENTS WILL BE ASSESSED IN THE FOLLOWING AREAS:

AREAS OF ASSESSMENT	PERCENTAGE ELE. – ADVANCED
Grammar & Vocabulary	10%
Listening	10%
Speaking	10%
Reading	10%
Writing	10%

GRADING SYSTEM

GRADE	MARKING RANGE
A+	90-100
A	80-89
A-	75-79
B+	70-74
B	65-69
B-	60-64
C+	55-59
C	50-54
F1	45-49
F2	40-44
F3	0-39



RESOURCES



In class -

- The text required for these courses is the **New Headway Elementary/Pre-Intermediate/Intermediate/Upper-Intermediate English Course (Student's Book)** and accompanying workbook.
- Material will be drawn from the abovementioned text as well as from other sources to ensure that the syllabus is covered. It is up to the students to complete grammar exercises in their workbooks and check these against the answer keys.
- 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**.
- Supplementary material for skills classes will be provided by the tutor(s) in the form of handouts.



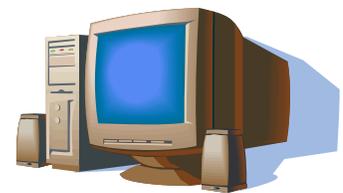
RESOURCES



Online Resources -

The following are recommended websites that 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/>



Attendance policy -

- Students are asked to be punctual for all sessions.
- Student attendance will be noted daily by teachers.
- In order to be eligible for an official record, a student can miss **NO MORE THAN 5 contact hours** overall.
- Students should inform the relevant teacher if they are going to be absent or late for class by email, telephone or note. Make-up sessions will be at the discretion of teacher and ESL administration.



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 or email.





Classroom Etiquette

- ✓ It is expected that cell phones be 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 the class session. This minimizes the chance of lost time and is a mark of respect for both the teacher and fellow classmates.
- ✓ Students are asked to maintain appropriate behaviour and language during the class session.
- ✓ All assignments including homework are to be duly completed.

PUBLIC HOLIDAYS

Please note that on public holidays in Trinidad & Tobago, no classes will be held. The timetable has been adjusted to ensure the total of at least 50 hours is delivered. Public holidays in Trinidad & Tobago for 2023 are listed below:

DATE	HOLIDAY	DATE	HOLIDAY
2 January	New Year's Day	1 August	Emancipation Day
20 & 21 February	Carnival Monday and Tuesday	31 August	Independence Day
30 March	Spiritual Baptist Liberation Day	24 September	Republic Day
7 April	Good Friday	13 November	Divali
10 April	Easter Monday		
22 April	Eid-ul-Fitr	25 th December	Christmas Day
31 May	Indian Arrival Day	26 th December	Boxing Day
8 June	Corpus Christi		
19 June	Labour Day		



1. When can I apply for a refund of caution money?

The Caution Money is refundable only when you are leaving The University and will be returned at that time after the amount of any outstanding liability to The University has been deducted.

2. How do I apply for a refund of caution money?

You must complete an [Application for Refund of Caution Money form](#), have it signed by the Library and the Faculty in which you were registered and return it, along with your UWI Student ID Card, to the Customer Service Centre at The Lloyd Braithwaite Student Administration Building.

3. How is Caution Money used?

Caution Money may be applied to cover library fines, charges to breakages, or Hall charges during a course of study. If it becomes exhausted before the end of an academic year, you will be called upon to replenish it.

4. When can I expect to receive the refund of Caution Money?

Caution Money will **NOT** be refunded until **three (3) months** after the completion of studies or withdrawal from the University, providing that an “Application for Refund of Caution Money” form was submitted.





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