

## English – Level II (F710264)

Course size *(nominal values; actual values may depend on programme)*

Credits 3.0

Study time 90 h

Course offerings in academic year 2024-2025

Lecturers in academic year 2024-2025

Offered in the following programmes in 2024-2025	crdts	offering
<a href="#">Bachelor of Science in Public Administration and Management</a>	3	A

### Teaching languages

Dutch, English

### Keywords

English; vocabulary, grammar, reading skills, writing skills, speaking skills, presenting, business, public administration and management, language acquisition, research methodology, flipped classroom

### Position of the course

This course aims to enable students to read and interpret a current article linked to public administration and management and give a presentation about it after further academic research. Furthermore, they read and interpret an academic text linked to public administration and management and conduct desk research in academic sources to write a well-structured essay. The course is based on the 'flipped classroom' principle, which means students independently at home carefully prepare the theory and/or practical exercises through an electronic learning path to further complete the assignment in the two-weekly classes with guidance of their peers and the teacher.

### Contents

#### Level: CEFR level general and work-related language B2

- Work-related vocabulary linked to public administration and management: active knowledge from Dutch to English by means of reader;
- Repeating relevant grammatical aspects that have been dealt with in previous years by means of textbook and electronic learning path;
- Receptive Skills: reading and listening fragments focusing on presenting and essay writing on an academic level;
- Oral Skills: presenting a current public administration and management topic on an academic level;
- Written Skills: writing an essay about an academic public administration and management topic on an academic level.

### Initial competences

The end competencies of Engels –niveau I, i.e. **general and academic language skills CEFR level B2.**

### Final competences

- 1 Understand and take notes of what is said during lectures.

- 2 Ask and answer questions during lectures without preparation.
- 3 Express himself orally and in writing without too many grammatical errors.
- 4 To actively use an extensive English vocabulary that focuses on public administration and management.
- 5 Read, understand, and summarize advanced public administration and management texts.
- 6 Research a current public administration and management topic, consult various academic sources, and select necessary info.
- 7 Write a well-developed academic essay, both individually and in group, based on researched public administration and management topic.
- 8 Give a well-developed academic group presentation based on researched current public administration and management topic.
- 9 Critically analyze a fellow student's essay and presentation based on questionnaires. He or she is able to formulate recommendations for improvement.
- 10 Improve first version of academic presentation and essay based on recommendations of fellow students and teacher.
- 11 Developing a learning process and the correct attitude in preparation of a business administration context.

### **Conditions for credit contract**

Access to this course unit via a credit contract is determined after successful competences assessment

### **Conditions for exam contract**

This course unit cannot be taken via an exam contract

### **Teaching methods**

Seminar, independent work, practical

### **Extra information on the teaching methods**

- Independent work: Vocabulary and grammar; preparation and/or consolidation reading, writing and speaking skills guided by textbook, reader, syllabus and electronic learning path.
- Practicum: Reading, writing, and speaking skills are discussed in further detail. Further development of academic essay and academic presentation in smaller groups and with teacher's support.

### **Learning materials and price**

- Syllabus en reader, approximate price €4,50
- PowerPoints + documents Ufora
- Electronic learning path
- Macmillan English Grammar in Context Advanced without key, (bought in Ba1)

### **References**

### **Course content-related study coaching**

Feedback during practicum.

Further individual guidance at the request of the student.

### **Assessment moments**

continuous assessment

### **Examination methods in case of periodic assessment during the first examination period**

### **Examination methods in case of periodic assessment during the second examination period**

### **Examination methods in case of permanent assessment**

Written assessment with open-ended questions, written assessment with multiple-choice questions, peer and/or self assessment, participation, assignment, skills test

### **Possibilities of retake in case of permanent assessment**

examination during the second examination period is possible in modified form

### **Calculation of the examination mark**

1st exam session:

- Portfolio reading and writing skills (essay writing)
- Skills test presenting

Both abovementioned components are both out of a total of 20% with peer-evaluation. Possible penalty of 10% for not respecting assignment or deadlines related to assignment. Zero tolerance for plagiarism.

- Written test (multiple choice and open questions): vocabulary and grammar 30%
- Assignments within the learning paths 20% (learning path grammar: highest score with unlimited attempts, learning paths essay writing/presentations: obtained score of closed questions + random check of sample open questions graded for content and language)
- Active participation in and preparation of two-weekly classes 10%. Attendance classes with necessary preparation obligatory. At least 50% participation in the group work portfolio reading and writing skills and the skills test presenting is necessary, student who are illegitimately absent more often cannot pass these tasks. Absences because of legitimate reasons have to be reported through e-mail beforehand to the teacher.

Teacher retains right to adapt individual student's final score in exceptional circumstances

Retake exam session:

- Active participation in and preparation of two-weekly classes 10%: no retake task or compensating activity; student keeps score of first exam session including any applicable penalty
- Other evaluations: retake task or compensating activity for evaluations which student did not pass in the first exam session; scores of evaluations for which the student passed will be transferred to the retake session