

Master Course in English for Academic Purposes

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Lecture notes 25-28 (14 Dec. 2013)

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1. Punctuation

TASK 1: Rewrite the paragraph introducing appropriate punctuation:

i have 15 years experience as a full time teaching assistant in a small primary school working throughout the school giving support on a fixed timetable most of the teachers are younger than i am and they largely leave me to use my own initiative indeed i often lead in finding or developing resources to make the learning more relevant to children

- **Capital letter:** *This is a beautiful place; Jim; Mrs Jones; I; 'Romeo and Juliet'; France; English; Wednesday; March; New Year's Day; the Earth, Sun and Moon; Key Stage 2; University of Kragujevac; ICT, UNESCO*
- **Full stop:** *Students need our help.; e.g.; etc.; Nov.; C. H. Brow (titles: Mr)*
- **Comma:** *I bought some books, pencils and a notebook. She needed some work experience, so she got a part-time job. If there is time, we'll manage to do it. However, this can be dangerous. Tony, who is usually late, turned up on time. Jim said, 'I'll be late.'*
- **Colon / Semi-colon:** There are two rules: one, don't do it; two,
- **Inverted commas:** *games such as "Operation" or "Steady Hand" games; the term 'lifelong learning' challenges ...*
- **Apostrophies:** *It's warm; Jack's car; the students' papers; two I's in 'specially'; in the 1980's* (possessive: its)
- **Hyphen:** *semi-colon; sister-in-law; sugar-free; well-known; up-to-date;*
- **Dash:** *Make jumbled up sentence cards – can children un-jumble them?*

2. Presentation skills

Academic speaking: Effective Oral Presentations

- Steps to create and deliver presentations
- Presentation signpost expressions
 1. Starting presentation
 2. Introducing a topic
 3. Explaining the structure of the presentation
 4. Showing respect for listener's knowledge
 5. Transitioning from section to section
 6. Looking at visuals
 7. Emphasising
 8. Referring backwards
 9. Summarising
 10. Finishing up

TASK 2: Define the presentation stage to which these statements belong:

First, I'll explain and then I'll talk about ...
Good morning, everyone.
Today I'm going to talk about
Now let's look at
As you can see,
I'd like to stress

I'll start with Next I'll talk about
Thank you very much for your attention.
So in summary
As I mentioned earlier

Successful presentation

PPT:

- Purpose
- Text
- Background
- Transitions
- Colour
- Multimedia

the content

- has to tell a story: beginning, middle, end
- keep it as simple as possible – do not put too much in one slide (use short notes - bullet points instead of full sentences)
- 2 minutes per slide, 5 slides for 10 minutes

Giving presentations – steps to create and deliver presentations

3. Translation

Basic principles of translating from English into Serbian:

- CONSISTENT; NATURAL EXPRESSION

4. Practice tasks – grammar + vocabulary + reading + writing

Test + EAP exam: Test – 40%; **Exam** – presentation: 60%.

Test:

1. Harmer, pp. 1-6
2. Corney, Read, pp. 33-36
3. Westwood, pp. v-vi
4. Bold, pp. 1-3
5. Hughs, pp. 34-36
6. Stevenson, pp. 95-97
7. UNESCO, pp. 8-10, 25-26.

Test tasks:

I. Question form - Make questions about the underlined parts of sentences:

- I encourage my group to watch and listen.

II. Cohesion - What do the underlined demonstratives/pronouns refer to?

- This means that when you are reading you should be thinking, predicting, ... (line 6)

- It involves understanding written language. (line 2)

III. Noun phrases – Match the words from columns A and B to create compound nouns to complete the sentences:

A
learning support
secondary

B
school
assistant

- I am a part-time _____ in a _____ where I work every morning.

IV. Non-finites – Put the verbs in brackets into the right form (gerund, infinitive, participle):

- Statements _____ (**relate**) to each topic may also be _____ (**classify**) by children as scientific / non-scientific.

V Transitions – Choose the right transition words/phrases to connect the following sentences:

on the other hand, or, and, although, moreover

- _____ it is easy to say that the cause is simply the result of poor mathematics teaching, the underlying reasons for this poor teaching are complex and varied.

VI. Word formation - complete the sentences with the right forms derived from the words in brackets:

- It begins with with a brief _____ (**introduce**), which provides a _____ (**history**) perspective on the origins of inclusion and describes the shift from _____ (**integrate**) towards inclusion.

VII. Punctuation - Rewrite the paragraph introducing appropriate punctuation

the school has had two very good ofsted reports and the lea recognises the work it does in supporting childrens needs

Exam: written tasks; presentation

- CV
- Chosen text, 2 copies, 5 pages, academic (source: author, publication year not before 2000, institution, journal, pages, web site)

Written tasks:

1. Translate 10 lines
2. Write a summary (of the text as a whole)

Presentation:

1. Introduce yourself
Present the text (ppt in English, 6 slides altogether, introduction, body, conclusion, give own opinion and reason for choosing the text)