



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

VISION

A globally productive higher education institution with excellent academic programs in the fields of business and education, engineering and technology, social and natural sciences, and allied medicine, spearheading proactive research and extension programs and the sustainable stewardship of Mount Banahaw.

MISSION

Committed to building people, providing quality education and promoting a healthy environment.

CORE VALUES

GO – God Loving

S – Service-Oriented

L – Leadership by Example

S – Sustained Passion for Excellence

U – Undiminished Commitment to Peace and Environment

COURSE SYLLABUS

Course Title: Refresher Course in English for DOST Scholars
Duration: May 20 – 23, 2013 (Monday to Thursday)
Time: 8:00 AM – 5:00 PM **Room:** JR 203

Faculty: NICANOR LEGARTE GUINTO
Rank: COS Instructor
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College of Arts and Sciences, Jose Rizal Building
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Course Description

This course is designed to prepare incoming freshmen college scholars of the Department of Science and Technology (DOST) for college English. Communicative grammar, usage, communication of technical and scientific information are the core topics to be discussed.

EXPECTED STUDENT ATTRIBUTES	LEARNING OUTCOMES: On the completion of the course, the student is expected to do the following:
Have professional skills	1. Develop understanding on the different vocabulary building strategies needed for academic study.
Critical thinkers	2. Review critical grammatical structure necessary for communicative functions such as narrating, describing, giving directions and others.
Have professional skills	3. Recognize techniques in comprehending oral and written materials ranging from general interest to specific discipline with emphasis on inferential and critical reading.
Reflective lifelong learners	4. Find out ways in organizing information efficiently both for the materials read and materials to be written.
Active global citizens	5. Discover the essentials in technical and scientific communication.
Professional and ethical individuals	6. Develop understanding on intellectual honesty and academic integrity in technical communication.
Have professional skills	7. Be acquainted with new approaches in the communication of research outputs and other technical information.
	8. Show awareness on the proper oral presentation of a technical topic.

Learning Outcome	Required Output/ Activity	Date of Presentation/Submission
1. Develop understanding on the different vocabulary building strategies needed for academic study.	Role Play/ Simulation	May 20, 2013
2. Review critical grammatical structure necessary for communicative functions such as narrating, describing, giving directions and others.		
3. Recognize techniques in comprehending oral and written materials ranging from general interest to specific discipline with emphasis on inferential and critical reading.	Outline of an article read Outline of a desired topic to write about Essay on a desired topic	May 21, 2013
4. Find out ways in organizing information efficiently both for the materials read and materials to be written.		
5. Discover the essentials in technical and scientific communication.	Letter of Application/ Memorandum to subordinates	May 22, 2013
6. Develop understanding on intellectual honesty and academic integrity in technical communication.	Simulation	May 22, 2013
7. Be acquainted with new approaches in the communication of research outputs and other technical information.	Business Presentation of a Technical Information	May 23, 2013
8. Show awareness on the proper oral presentation of a technical topic.		

Learning Plan

Day 1: May 20, 2013

Learning Outcome	Topic	Hours	Learning Activities
	PRE-TEST	8:00-9:00	
Develop understanding on the different vocabulary building strategies needed for academic study.	1. Introducing Oneself 2. Vocabulary Building 2.1. Structural Analysis 2.2. Context Clues	9:00-10:00	Self and Group Introductions Lecture Exercises
Review critical grammatical structure necessary for communicative functions such as narrating, describing, giving directions and others.	3. Giving Instructions 3.1. Prepositions 3.2. Imperatives 3.3. Adverbs 4. Giving Information 4.1. Noun and its Function 4.2. Pronoun and Antecedent 4.3. S-V Agreement 4.3. Tense-Aspect System	10:15-12:00 1:00-2:00	Lecture Exercises Role Playing
	5. Narrating and Describing Events 5.1. Gerunds 5.2. Conjunctions 5.3. Adjectives	2:05-3:00 3:15-4:00	Lecture Exercises Role Playing
	6. Reporting 6.1. Verb Voice 6.2. Verb Mood 6.3. Non-referential subj. 6.4. Questions	4:05-5:00	

Day 2: May 21, 2013

Learning Outcome	Topic	Hours	Learning Activities
	Review	8:00-8:30	
Recognize techniques in comprehending oral and written materials ranging from general interest to specific discipline with emphasis on inferential and critical reading.	1. Library Orientation 1.1. Types of Libraries 1.2. Kinds of Materials 1.3. Arrangement of Books 1.4. Classification of Books 1.5. Sections of the Library 1.6. Computerized Library Databases and the Internet	8:30-10:00	Lecture Exercises Visit to the University Library
	2. Reading Techniques 2.1. Reading for Comprehension 2.2. Drawing Inferences and Conclusions	10:15-12:00	Lecture Exercises

	2.3. Reading and interpreting non-prose forms		
Find out ways in organizing information efficiently both for the materials read and materials to be written.	3. Outlining	1:00-1:30	Lecture Exercises
	4. Summarizing and Paraphrasing	1:35-2:00	Lecture Exercises
	5. Sentence and Its Parts 5.1. Phrases 5.2. Clauses 5.3. Elements	2:05-3:00	Lecture Exercises
	6. The Paragraph and the Essay 6.1. Principles of Paragraph Development 6.2. Methods of Paragraph Development 6.3. Essay Writing	3:15-5:00	Lecture Exercises Essay Writing

Day 3: May 22, 2013

Learning Outcome	Topic	Hours	Learning Activities
	Review	8:00-8:30	
Discover the essentials in technical and scientific communication.	1. Introduction to Technical Writing 1.1. Technical vs. Creative Writing 1.2. ABC's of Report Writing 1.3. Styles in Scientific Communication	8:30-10:00	Lecture Exercises Jingle Making
	2. Techniques in Technical Report Writing 2.1. Defining 2.2. Describing 2.3. Classifying and Partitioning 2.4. Interpreting	10:15-12:00	Lecture Exercises
	3. Using Visual Aids 3.1. Illustrations 3.2. Tables and Graphs 3.3. Charts	1:00-2:00	Lecture Exercises
	4. Report Format 4.1. Memorandum 4.2. Letter Report 4.3. Progress Report 4.4. Project Proposal 4.5. Manual/ Instructions 4.6. Research	2:05-3:00	Lecture Exercises
Develop understanding	5. Documenting Sources	3:15-5:00	Lecture

on intellectual honesty and academic integrity in technical communication.	5.1. Documentation Styles 5.2. APA Format 5.3. IEEE Style		Exercises
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Day 4: May 23, 2013

Learning Outcome	Topic	Hours	Learning Activities
	Review	8:00-8:30	
Be acquainted with new approaches in the communication of research outputs and other technical information.	1. Communication and Technology 1.1. Netiquette: Internet Etiquette 1.2. Evaluating Web Sources 1.3. Writing and Responding to E-mails 1.4. Designing and Publishing Online and/or electronic documents	8:30-10:00	Lecture Exercises Group Dynamics
	2. Introduction to Research 2.1. Choosing a Topic 2.2. Outlining and Formatting 2.3. Writing a Research Proposal 2.3.1. Introduction 2.3.2. Literature Review 2.3.3. Methodology 2.3.4. Interpreting Results, Concluding, Recommending	10:15-12:00	Lecture Exercises
Find out ways in organizing information efficiently both for the materials read and materials to be written.	6. Oral Technical Presentations 6.1. Preparing the Presentation Materials 6.1.1. Organizing Contents 6.1.2. Using Visual Aids 6.2. Presentation Strategies 6.2.1. Defining audience 6.2.2. Nuances of Delivery 6.2.3. Nuances of Voice Dynamics 6.3. Delivering the Technical Presentation	1:00-4:00	Lecture Exercises Oral Presentation
	POSTTEST	4:00-5:00	

Class Policies

1. Students who are found cheating (including plagiarizing) in class will not receive credit for the given activity. He/ She will be immediately reported to appropriate authorities.
2. Attendance is checked regularly. Late comers will be reported to authorities concerned.
2. Participation in class activities is a strict requirement since it is essential in any language class.
3. Students should wear decent clothing and should exemplify the manners of an educated person.
4. Electronic and other communication devices need to be turned off or muted during class, unless otherwise instructed in consideration of a class activity. Important calls may be answered provided that it would not take longer than five minutes.
5. Food and non-alcoholic beverages are permitted in class as long as eating or drinking them will not disrupt the conduct of discussion and activities.

Textbooks

Functional English in a Global Society 1 by N.L. Guinto, M.R. Sibal, and B.D. Villaverde
Functional English in a Global Society 2 by N.L. Guinto and B.D. Villaverde
Writing in the Professions by N.L. Guinto, K.V. Fraginal, and P.L. Pabellano

References

- Anderson, P.V. (2011). Technical communication: A reader-centered approach, 7th Ed. Wadsworth, USA: Cengage Learning.
- Baraceros, E. L. (2005). Communication skills I: Study and thinking skills. Manila: Rex Bookstore.
- Essential English and Filipino for university-bound students. (2004). Manila: Loyola Publishing House.
- Igoy, J.I. (2004). Technical writing and reporting. Meycauyan, Bulacan: Trinitas Publishing.
- Mazon, C. M. (2002). Effective writing in business. Manila: St. Augustine Publications.
- Merkel, M. (2010). Technical communication, 9th Ed. New York, USA: Bedford/ St. Martin's.
- Pauley, Riordan. (2003). Technical report writing today, 3rd ed. Massachusetts, U.S.A.: Houghton Mifflin Company.
- Sebranek, P., Kemper, D., & Meyer, V. (2001). Writers inc. USA: Great Source Education Group.
- Yap-Patron, I. (2005). English plus: A communicative approach. Quezon City: Great Books Publishing.

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