# English as a 1st language (60 periods)

## job description

By the end of the English causes, professional learners will be able to understand and write instructions, to pick the outline of a passage and outline, to take notes, communicate orally, take part in a professional conversation and consult document related to their specification. In the second stage, they will learn how to receive a client, to talk to him and how to write a job application and of course how to prepare themselves for a job interview. In third year, learners will acquire the necessary skills in order to understand date on the market, prepare professional documents and finally to perceive a message and assess a situation.

## Competences

* Understand and write instructions.
* Pick the outline of a passage.
* Outline.
* Take notes.
* Communicate orally.
* Take part in a professional conversation.
* Consult documents related to the profession.
* Receive client.
* Talk to the client.
* Write a job application, and prepare oneself for the job interview.
* Understand data on the market.
* Prepare professional documents.
* Perceive a message and assess a situation.

Unit I : Understand and write instructions

### Objectives

By the end of Unit I learners will be to find indications which help to understanding the objectives of a complicated instruction and find potential ambiguous points in instructions.

Lesson 1   
Find indications which help to understand objectives of a complicated instruction

### Objective

Learners will be able to find indications which help to understand the objectives of a complicated instruction.

### Contents

1.1.1 Intonation.

1.1.2 Context clue.

1.1.3 Interrogative and tag questions.

1.1.4 Adverbs of frequency.

1.1.5 Verbs (infinitive, imperative and simple future).

Lesson 2   
Rewrite ambiguous instructions and instructions based on concrete and authentic tasks

### Objectives

Learners will be able to rewrite ambiguous instructions and instructions based on authentic tasks.

### Contents

1.2.1 Sentence structure (kinds of sentences simple, compound and complex).

1.2.2 Pronouns.

1.2.3 Lexicon related to authentic tasks.

Unit 2 : Pick the outline out of a passage and outline

### Objectives

By the end of unit 2, learners will be able to pick out the theme, pick out the structure of the statement, find the logical links between different parts of a text and reproduce the statement.

Lesson 1   
Pick out the theme and the structure of the statement

### Objective

Learners will be able to pick out the theme and the structure of the statement.

### Contents

2.1.1 Titles, subtitles, headlines, illustrations and referrals.

2.1.2 Lexical cohesions (keywords, keysentences).

Lesson 2   
Find the logical links between different part of a text

### Objective

Learners will be able to find the logical links between different parts of a text.

### Contents

2.2.1 Logical and chronological development of an essay (introduction, hypothesis, presentation of given data, demonstration, explanation, conditions, results and conclusions).

Lesson 3   
Reproduce the statement

### Objective

Learners will be able to reproduce the statement.

### Contents

2.3.1 Direct and indirect speech.

3.3.2 Present and past participle.

Unit 3 : Take notes

### Objective

By the end of unit 3 learners will be able to distinguish the different steps of a speech, eliminate the non-essential elements, read notes and put notes together in order to form a text.

Lesson 1   
Distinguish the different steps of a speech

### Objective

Learners will be able to distinguish the different steps of a speech.

### Contents

3.1.1 Relation between the outline and oral presentation.

3.1.2 Relation between the outline and gesture.

3.1.3 Relation between the outline and pictures and figures.

Lesson 2   
Eliminate the non-essential elements s

### Objective

Learners will be able to eliminate the non-essential elements.

### Contents

3.2.1 Deleting useless grammatical words.

Lesson 3   
Read notes

### Objective

Learners will be able to read notes.

### Contents

3.3.1 Abbreviations.

3.3.2 Keywords.

Lesson 4   
Put notes together in order to form a text

### Objective

Learners will be able to put notes together order to form a text.

### Contents

3.4.1 Linking devices.

3.4.2 Numeration.

Unit 4: Oral communications

Lesson 1   
Perceive the type of arguments (for or against)

### Objective

Learners will be able to perceive the type of arguments.

### Contents

4.1.1 Reporting verbs (refusing, confirm, concluding, demanding, judging).

4.1.2 Direct and indirect speech.

Lesson 2   
Mark out the progression of the theme

### Objective

Learners will be able to mark out the progression of the theme.

### Contents

4.2.1 Marketing redundancy.

4.2.2 Marking digression.

Lesson 3   
Speak

### Objective

Learners will be able to speak English well.

### Contents

4.3.1 Lexical terms used in comparison and contrast (like, as, unlike, etc…).

4.3.2 Lexical terms of confirmation (in fact actually, certainly, etc…).

4.3.3 Lexical terms of refusal and concession (yes – but -).

Unit 5 : Take part in a professional conversation

Lesson 1   
Communicate

### Objective

Learners will be able to communicate.

### Contents

5.1.1 Stimulating a conversation (oral role play).

5.1.2 Addressee (you).

5.1.3 Titles (sir, your excellency…).

Lesson 2   
Basic dialogue

### Objective

Learners will be able to practice basic dialogue.

### Contents

5.2.1 Greeting expressions (related to different situations).

5.2.2 How to participate in a conversation.

Lesson 3   
Maintain a conversation

### Objective

Learners will be able to maintain a conversation.

### Contents

5.3.1 Polite expressions (if you please, …).

5.3.2 Polite requests.

5.3.3 Demonstrative…

5.3.4 Tools of hypothesis.

5.3.5 Assessment (nil, average, excellent…).

5.3.6 Conjunctions (if, in case, if only, I wish).

Lesson 4   
Take a leave

### Objective

Learners will be able to ask for a leave.

### Contents

5.4.1 Lexical terms related to taking a leave.

5.4.2 Approval and disapproval lexicon.

5.4.3 Conditionals.

Unit 6 : Consult documents related to the speciafigation

## Objective

By the and end of this unit, learners will be able to seek information from different sources which are related to their specialization such as; specialized books, dictionaries or journals etc..

Lesson 1   
Select the field

### Objective

At the end of this lesson, learners will be able to choose the field of their study.

### Contents

6.1.1 Terminology used in different fields of study.

6.1.2 Formation of scientific words (prefixes, root, suffixes).

6.1.3 Abbreviation, pronunciation, compound nouns.

6.1.4 Hyponyms, hypernonymes.

Lesson 2   
Combine words of the same group

### Objective

In the end of this lesson will be able to use words the same category together.

### Contents

6.2.1 Synonyms, antonyms.

6.2.2 Homonyms and geners.

6.2.3 Determiners and quantifiers.

Lesson 3   
Find the connection between the text and the illustration

### Objective

Learners will acquire the skills needed in establishing the connection between the text he is reading and the illustrations.

### Contents

6.3.1 Analytical and critical description.

6.3.2 Layout.

6.3.3 Sentence structure.

6.3.4 Study of effects

6.3.5 Synthesizing documents of different natures, epochs and point of views.

6.3.6 Adverbs

6.3.7 Adjectives

6.3.8 Modals

# English AS A 2ND LANGUAGE (120 periods)

## Job description

Professional learners will be able to introduce themselves talk to people, then to understand and write instruction. In a further step, they’ll learn how to pick the outline out of a passage and how to outline. They will be able to communicate orally and consult documents related to their profession. After that, they will know how to receive a client, to talk to him and how to deal with and write professional correspondence. Then, they will acquire skills which help them to understand data on the market, prepare professional documents and finally they will know how to sum up and synthesize.

## Competences

* Introduce oneself and talk to people.
* Understand and write instructions.
* Pick the outline of a passage and outline.
* Communicate orally.
* Consult documents related to the profession.
* Receive a client.
* Take to the client.
* Administrative and professional correspondence.
* Understand data on the market.
* Prepare professional documents.
* Sum um and synthesize.

Unit 1: Introduce oneself and talk to people

### Objectives

By the end of Unit 1 learners will be able to communicate, practice basic dialogue maintain a conversation and ask for a leave.

Lesson 1   
Communicate

### Objective

Learners will be able to communicate.

### Contents

1.1.1 Addressee (you) subject pronouns.

1.1.2 Greeting (related to persons and situations).

1.1.3 Titles (sin, your excellency).

Lesson 2   
Basic dialogue

### Objective

Learns will be able to practice basic dialogue.

### Contents

1.2.1 How to start and end a conversation.

1.2.2 Interrogative form and tag question.

1.2.3 Demonstrative pronouns.

Lesson 3   
Maintain a conversation

### Objective

Learners will be able to maintain a conversation.

### Contents

1.3.1 Direct and indirect speech.

1.3.2 Reporting verbs.

1.3.3 Conjunctions.

1.3.4 Idiomatic expressions.

1.3.5 Phrasal verbs.

Lesson 4   
Take a leave

### Objective

Learners will be able to ask for and take a leave.

### Contents

1.4.1 Terms and gestures of politeness.

1.4.2 Conditionals.

1.4.3 Conjunctions.

1.4.4 Lexical terms and gestures related to taking a leave.

Unit 2 : Understand and write instructions

### Objectives

By the end of unit, learners will be to find indications which help to understand the objectives of a complicated instruction, fond potential ambiguous points in instruction rewrite ambiguous instructions, write, instructions based on concrete and authentic tasks.

Lesson 1   
Finds pointers and indicators which are helpful in understanding the objective of complicated instructions

### Objective

In the end of this lesson, learners will be able to understand the difficult instructions from the indications and the pointers which are found in the text.

### Contents

2.1.1 Intonation.

2.1.2 Context clue.

2.1.3 Pronouns.

2.1.4 Sentence structure (simple, compound, complex).

2.1.5 Verbs (infinitive, imperative and simple future).

Lesson 2   
Find potential ambiguous points in instructions and restructure theme

### Objective

In the end of this lesson, learners will be able to find and understand the ambiguous points and write then again.

### Contents

2.2.1 Adverbs of frequency.

2.2.2 Tag questions

2.2.3 Interrogative (wh - questions).

2.2.4 Lexicon related to authentic tasks.

Lesson 3   
Write instructions based on concrete authentic tasks

### Objective

The aim of the lesson is to help learners to apply and imitate what they have studied.

### Contents

2.3.1 Same as lessons 1 and 2.

2.3.2 Direct / indirect speech.

Unit 3 : Pick the outline out of a passage and outline

### Objectives

By the end of this unit, the learners will be able to pick out the topic, main sentences, supporting ideas. They will be also able to extract information from the text.

Lesson I   
Pick out the outline from the passage and write an outline

### Objective

The learners will be able to conclude the moral lesson of the passage, and they will be able to pick out topic, main ideas and supporting sentences from the text, too.

### Contents

3.1.1 Title, subtitle, headlines, illustrate and referrals.

3.1.2 Logical and chronological development of an essay (introducing hypothesis, presentation of a given data, demonstration, explanation, conditions, results and conclusion)

Lesson 2   
Find the logical links between different parts of a text

### Objective

At the end of this lesson, learners will be able to use conjunctions and transitions to join parts together or to move from one idea to another, one paragraph to another or from one part to another.

### Contents

3.2.1 Lexical cohesions (key words, key sentences).

3.2.2 Grammatical cohesions (conjunctions, transitions).

Lesson 3   
Reproduce the statement

### Objective

The purpose of this lesson is to encourage learners to write summaries and to produce statements by using their own style in writing.

### Contents

3.3.1 Same as lessons 1 and 2

3.3.2 Participles (present-past)

Unit 4 : Communicate orally

### Objectives

By the end of this unit, learners will be able to understand what others say, and make then understand him.

Lesson 1   
Perceive the type of arguments (for or against)

### Objective

In the end of this lesson, learners will be able to understand and analyze what others say.

### Contents

4.1.1 Reporting verbs (refusing, confirming, concluding, demanding, judging)

4.1.2 Lexical terms of confirmation (in fact, actually, etc…).

4.1.3 Lexical terms of refusal and concession (yes – but -).

Lesson 2   
Mark out the progression of the theme

### Objective

The aim of this lesson is to help learners to conclude the theme of the text know what does the writer wants to say to his readers throughout the text.

### Contents

4.2.1 Lexical terms used in comparison and contrast (like, as, unlike, etc…).

4.2.2 Marking digression.

4.2.3 Marketing redundancy.

4.2.4 Direct and indirect speech..

Lesson 3   
Able to make conversation with others

### Objective

In the end of this lesson, learners will be able to deal with others and converse with them.

### Contents

4.3.1 Same as lessons 1, 2 and 3.

4.3.2 Create authentic situations.

Unit 5 : Consult documents related to professions

Lesson 1   
Read and find the connection between the text and the illustration

### Objective

Learners will be able to read and find the connection between the text and the illustration.

### Contents

5.1.1 Layout.

5.1.2 Sentence structure (infinitive, imperative).

Lesson 2   
Target research for information

### Objective

Learners will be able to target research for information.

### Contents

5.2.1 Modals.

5.2.2 Adverbs.

Lesson 3   
Understand technical terms

### Objective

Learners will be able to understand technical terms.

### Contents

5.3.1 Negative forms.

5.3.2 If