# English as a 1st language (60 périods)

## JOB DESCRIPTION

Learners will be able to understand and write instructions, pick the outline of a passage and outline, understand lexical terms related to the specialization, consult technical documents,   
use documents related to culture and art. They will be also able to analyze oral and   
written communication, negotiate with customers, clients, and suppliers. Processional learners  
will have the ability to deal with professional documents; such as writing reports and exchanging letters.

## COMPETENCES

– Understand and write instructions.

– Pick the outline from the passage and outline.

– Understand lexical terms related to specialization.

– Consult technical documents

– Use documents related to culture and art

– Written and oral professional writing

– Negotiate and sell

– Administrative and professional correspondence

UNIT 1 : UNDERSTAND AND WRITE INSTRUCTIONS

(8 periods)

## OBJECTIVES

– By the end of this unit, learners will be able understand their teachers instructions in order to interact with hind her and follow the strategies.

LESSON 1   
FIND 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

1.1.1 Intonation.

1.1.2 Context clue.

1.1.3 Pronouns.

1.1.4 Sentence structure (simple, compound, complex).

1.1.5 verbs (infinitive, imperative, and simple future).

LESSON 2  
FIND POTENTIAL AMBIGUOUS POINTS IN INSTRUCTIONS AND RESTRUCTURE THEM

### Objective

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

### Contents

1.2.1 Adverbs of frequency.

1.2.2 Tag questions.

1.2.3 Interrogative (wh-questions).

1.2.4 Lexicon related to authentic tasks.

LESSON 3   
WRITE INSTRUCTIONS BASED ON CONCRETE AND AUTHENTIC TASKS

### Objective

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

### Contents

1.3.1 Direct/indirect speech.

UNIT 2 : PICK OUT THE OUTLINE FROM THE PASSAGE AND OUT LINE

(8 periods)

## 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 1  
PICK OUT THE THEME AND THE STRUCTURE OF A STATEMENT

### 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

2.1.1 Titles, subtitles, headlines, illustrations and referrals.

2.1.2 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

2.2.1 Lexical cohesion (key words, key sentences).

2.2.2 Grammatical cohesion (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

2.3.1 Participles (present-past).

UNIT 3 : Understand lexical terms to the specialization

(8 periods)

## OBJECTIVES

– By the end of this unit, the learners will have memorize a large number of words that is associated with their specialization.

Lesson 1   
Understand the lextual meaning of a word, and to understand a word from its origin, suffixes and prefixes or from its opposite meaning

### Objective

– The objective of this lesson is to enrich the English language by acquiring more vocabulary.

### Content

3.1.1 Key words.

3.1.2 Lexical terms used as replacement (stuff, thing).

3.1.3 Root words, prefixes and suffixes

3.1.4 Lexical cohesion

LESSON 2   
Differentiate between the common meaning of a word and its several specific meanings, and use the suitable tern in a professional context

### Objective

– The aim of this lesson is to help students understand what they read, and to drop the elements which are not necessary.

Content

3.2.1 Terminology (special words for special use of study).

UNIT 4 : CONSULT TECHNICAL DOCUMENTS

(10 periods)

## OBJECTIVE

– By the 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 OF STUDY

### Objective

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

### Contents

4.1.1 Terminology used in different field of study.

4.1.2 Aberrations, pronunciation, compound nouns.

4.1.3 Hyponyms, hypernonyms.

LESSON 2   
COMBINE WORDS OF THE SAME FAMILY

### Objective

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

### Contents

4.2.1 Synonyms, antonyms.

4.2.2 Homonyms and geners

4.2.3 Determiners and quantifiers.

LESSON 3   
Global and selective reading

### Objective

– AT the end of this lesson, learners will be able to choose the suitable documents for their study, and to look for information needed in documents that are associated with their study.

### Contents

4.3.1 Adverb formation (hard, fast, well, hardly).

4.3.2 Present participle

4.3.3 Negation.

4.3.4 Structure of a book (content, index, glossary, bibliography)

LESSON 4   
Analyse reading (Analytic reading)

### Objective

– In the end of this lesson, learners will be able to study and find out the nature and the relationship between the parts of the passage.

### Contents

4.4.1 Write situation (author, source, theme, date potential readers)

UNIT 5 : Use document related to culture and art

(6 periods)

## Objectives

– By the end of this unit, learners will be able to use documents (books, journals, encyclopedia etc) that are associated with culture and art.

lesson 1  
read the text thorougly (implicit and explicit)

### Objectives

– The objective of this lesson is to help students read the text very well and understand the ideas which are stated clearly and deduce the implied one.

### Contents

5.1.1 synonyms and symbolism (sky blue, red copper, olive green)

5.1.2 inference (to deduce the explicit and the implicit)

5.1.3 Meanings

5.1.4 Redundant, contradictory and complementary information

5.1.5 Modal auxiliaries

unit 6 : written and oral communication

(8 periods)

## Objectives

– By the end of this unit, learners will be able to converse others, write to them or receive letters from them

lesson 1  
receive people

**Objective**

– At the end of this lesson, the learners will be able to receive people and attract them by using a polite style in conversing them

### Contents

6.1.1 Formal language

6.1.2 Special expressions used in acceptance and confirmation (sure, certainly, absolutely)

6.1.3 Expression used in commercial correspondence

6.1.4 Titles (sir, madam, your Excellency)

lesson 2  
communicate by phone end exchange ideas

### Objectives

– In the end of this lesson, learners will be able to call others, receive calls, and exchange ideas (give his / her opinion, understand the others opinions)

### Contents

6.2.1 Techniques of phone communication.

6.2.2 polite refusal

Lesson 3  
write a memorandum, organize a letter, put the ideas in order, and formulate according to the norms

### Objectives

– At the end of this lesson, learners will be have acquired the ability to write an organized professional letter according to the norms, and to use specific polite expressions

### Contents

6.3.1 Letter layout (header, margin, space, and footer)

6.3.2 Expression used in commercial correspondence

6.3.3 Rhythm and emphatic punctuation

6.3.4 Spelling

6.3.5 Formal language

6.3.6 Polite refusal

unit 7 : Negotiate and sell

(6 periods)

## objectives

– By the end of this unit, learners will be able to negotiate their clients, customers or suppliers in order to persuade them to buy their products

Lesson 1  
Increase the value of owners enterprise and of the interiocutor

### Objectives

– By the end of this unit, learners will be able to confer with their customers to reach an agreement

### Contents

7.1.1 Comparative adjectives

7.1.2 Comparative adverbs

7.1.3 Conjunctions

7.1.4 Markers of concession (you’re right)

7.1.5 Markers of restriction (despite of, inspite of)

lesson 2  
Understand and analyze an agreement and develop it

### Objectives

– In the end of this lesson, the learners will be able to understand, analyze and debate a discussion to be able to persuade

### Contents

7.2.1 Words expressing contrast (adverbs of contrast: even though, though)

7.2.2 Markers of numeration (firstly, secondly)

7.2.3 Conditionals (adverbs clauses of condition: provided, only if, whether or not)

Lesson 3  
object and answer by giving counter prepositions

### Objective

– In the end of this lesson, learners will be able to reject the others suggestions and give suggestions from his own.

### Contents

7.3.1 Expressions used as a result of negotiations (OK, all right, it’s a deal etc)

lesson 4  
Mark the deal and conclude the deal

### Objectives

– By the end of this lesson, learners will be able to reach an agreement with his / her customer and make a deal with.

unit 8 : professional and administrative correspondence

(6 periods)

## Objective

– By the end of this unit, learners will be able to exchange professional letters and reports

Lesson 1  
Write a C.V and a motivating letter

### Objective

– In the end of this lesson, learner will be able to write a C.V and a letter to urge others make a deal with him / her

### Contents

8.1.1 Structure of a C.V

8.1.2 structure of a motivating letter

lesson 2  
professional correspondence

### Objectives

– At the end of this lesson, learners will be able to deal with and exchange professional letters

### Contents

8.2.1 same as lessons 1 and 2

8.2.2 verbs expressing intention (intend, decide)

# English AS A 2ND LANGUAGE (60 periods)

## JOB DESCRIPTION

Learners will be able to understand and write instructions, pick the outline of a passage and outline, understand lexical terms related to the specialization, consult technical documents,   
use documents related to culture and art. They will be also able to analyze oral and   
written communication, negotiate with customers, clients, and suppliers. Processional learners  
will have the ability to deal with professional documents; such as writing reports and exchanging letters.

## COMPETENCES

– Understand and write instructions.

– Pick the outline from the passage and outline.

– Understand lexical terms related to specialization.

– Consult technical documents

– Use documents related to culture and art

– Written and oral professional writing

– Negotiate and sell

– Administrative and professional correspondence

UNIT 1 : UNDERSTAND AND WRITE INSTRUCTIONS

(8 periods)

## OBJECTIVES

– By the end of this unit, learners will be able understand their teachers instructions in order to interact with hind her and follow the strategies.

LESSON 1   
FIND 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

1.1.1 Intonation.

1.1.2 Pronouns.

1.1.3 Sentence structure (simple, compound, complex).

1.1.4 verbs (infinitive, imperative, and simple future).

LESSON 2  
FIND POTENTIAL AMBIGUOUS POINTS IN INSTRUCTIONS AND RESTRUCTURE THEM

### Objective

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

### Contents

1.2.1 Adverbs of frequency.

1.2.2 Tag questions.

1.2.3 Interrogative (wh-questions).

LESSON 3   
WRITE INSTRUCTIONS BASED ON CONCRETE AND AUTHENTIC TASKS

### Objective

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

### Contents

1.3.1 Direct/indirect speech.

UNIT 2 : PICK OUT THE OUTLINE FROM THE PASSAGE AND OUT LINE

(8 periods)

## 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 1  
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

2.2.1 Grammatical cohesion (conjunctions, transitions).

LESSON 2  
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

2.3.1 Participles (present-past).

UNIT 3 : Understand lexical terms to the specialization

(8 periods)

## OBJECTIVES

– By the end of this unit, the learners will have memorize a large number of words that is associated with their specialization.

Lesson 1   
Understand the lextual meaning of a word, and to understand a word from its origin, suffixes and prefixes or from its opposite meaning

### Objective

– The objective of this lesson is to enrich the English language by acquiring more vocabulary.

### Content

3.1.1 Key words.

3.1.2 Root words, prefixes and suffixes

3.1.3 Lexical cohesion

UNIT 4 : CONSULT TECHNICAL DOCUMENTS

(10 periods)

## OBJECTIVE

– By the 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 OF STUDY

### Objective

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

### Contents

4.1.1 Aberrations, pronunciation, compound nouns.

LESSON 2   
COMBINE WORDS OF THE SAME FAMILY

### Objective

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

### Contents

4.2.1 Synonyms, antonyms.

LESSON 3   
Global and selective reading

### Objective

– AT the end of this lesson, learners will be able to choose the suitable documents for their study, and to look for information needed in documents that are associated with their study.

### Contents

4.3.1 Adverb formation (hard, fast, well, hardly).

4.3.2 Present participle

UNIT 5 : Use document related to culture and art

(6 periods)

## Objectives

– By the end of this unit, learners will be able to use documents (books, journals, encyclopedia etc) that are associated with culture and art.

lesson 1  
read the text thorougly (implicit and explicit)

### Objectives

– The objective of this lesson is to help students read the text very well and understand the ideas which are stated clearly and deduce the implied one.

### Contents

5.1.1 synonyms and symbolism (sky blue, red copper, olive green)

5.1.2Meanings

5.1.3 Modal auxiliaries

unit 6 : written and oral communication

(8 periods)

## Objectives

– By the end of this unit, learners will be able to converse others, write to them or receive letters from them

lesson 1

receive people

**Objective**

– At the end of this lesson, the learners will be able to receive people and attract them by using a polite style in conversing them

### Contents

6.1.1 Formal language

6.1.2 Special expressions used in acceptance and confirmation (sure, certainly, absolutely)

lesson 2  
communicate by phone end exchange ideas

### Objectives

– In the end of this lesson, learners will be able to call others, receive calls, and exchange ideas (give his / her opinion, understand the others opinions)

### Contents

6.2.1 Techniques of phone communication.

6.2.2 polite refusal

unit 7 : Negotiate and sell

(6 periods)

## objectives

– By the end of this unit, learners will be able to negotiate their clients, customers or suppliers in order to persuade them to buy their products

Lesson 1  
Increase the value of owners enterprise and of the interiocutor

### Objectives

– By the end of this unit, learners will be able to confer with their customers to reach an agreement

### Contents

7.1.1 Comparative adjectives

7.1.2 Comparative adverbs

7.1.3 Conjunctions

lesson 2  
Understand and analyze an agreement and develop it

### Objectives

– In the end of this lesson, the learners will be able to understand, analyze and debate a discussion to be able to persuade

### Contents

7.2.1 Words expressing contrast (adverbs of contrast: even though, though)

7.2.2 Markers of numeration (firstly, secondly)

Lesson 3  
object and answer by giving counter prepositions

### Objective

– In the end of this lesson, learners will be able to reject the others suggestions and give suggestions from his own.

### Contents

7.3.1 Expressions used as a result of negotiations (OK, all right, it’s a deal etc)

unit 8 : professional and administrative correspondence

(6 periods)

## Objective

– By the end of this unit, learners will be able to exchange professional letters and reports

Lesson 1  
Write a C.V and a motivating letter

### Objective

– In the end of this lesson, learner will be able to write a C.V and a letter to urge others make a deal with him / her

### Contents

8.1.1 Structure of a C.V

8.1.2 structure of a motivating letter