**English as a First Language**

**TS1 (60 Hours)**

## Course description

By the end of the English course, 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.

## Learning Objectives

* 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, key sentences).

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 genres.

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