

## **Centre for English Language Education**

### **Academic English Support: Semester 1, 2013-14**

The Centre for English Language Education provides a programme of language support and in-session academic English courses for students at the University of Nottingham Malaysia Campus. This semester the programme includes speaking, reading, writing and grammar, as well as individual consultation sessions and self-access facilities. All in-session courses, language consultations and the self-access facilities are provided free-of-charge.

#### ***In-session Courses***

This semester In-session courses will be offered to help you with academic English and study skills needed for your academic courses. The classes are taught in modules that take place at various times during the week. The duration of each class session ranges from 1.5 to 2 hours. In addition, a 6-hour writing class for postgraduate students is also planned.

**Registration for in-session courses will take place on Moodle. Please note that you will have to self-register for the module.**

**On the navigation panel on Moodle, click Modules > UNMC > Foundation Studies > Arts and Education Foundation > AEF\_IES-MY > Participate in this module.**

**Places are limited so please sign up quickly to avoid disappointment.**

**CELE reserves the right to not run courses that have fewer than 5 students.**

#### **Advanced Writing Course for Postgraduate Arts and Social Sciences Students**

Are you a postgraduate student? Are you concerned about your coursework assignments?

This short course will focus on the writing longer discursive projects and essays. It will encourage students to notice the features of academic writing and organisation needed to best express their thesis. This course will be quite theoretical, and will focus on the generic features expected in an essay. It is suitable for postgraduate students in the faculty who need to write long, analytical essays.

#### **Academic Reading**

Do you find yourself spending a lot of time staring at a single paragraph or page of your textbook and not really understanding the content although you do know most of the words? Or are you taking too long going through your reading materials that you have to rush with your assignments? This module will introduce you to reading strategies that can help you get the big picture of the text and understand the ideas quicker.

#### **Academic Presentation Skills**

Do you have to present for some of your modules? Are you nervous about speaking in front of a class? This course teaches you how to plan a presentation, speak confidently and effectively, and develop effective PowerPoint presentation slides.

**Discussion Skills**

Are you unsure of how to participate meaningfully in discussions and engage with your peers during tutorial sessions? Being able to explore ideas and express oneself clearly, diplomatically and without obstruction are a few of the skills students will be exposed to in this course.

**Grammar**

Do you desire to improve your writing ability and produce error-free essays? This module is designed for students who desire to enhance the accuracy and clarity of their writing. Topics that will be covered include Tenses, Number and Agreement, Fixing Sentence-Level Problems, Comma Splices, etc.

**Intercultural Awareness**

Have you ever faced a situation when someone from another culture has behaved in a way that you just didn't understand or expect? This might well be because they have different ways of seeing the world and what is normal for them is not normal for you. This short course will allow the participants to explore the underlying values and assumptions that go towards making up a culture, enabling the participants to interact more fruitfully within a multi-national and multi-cultural campus

**Referencing, Citation and Avoiding Plagiarism**

Are you unsure of how to document your sources using proper, academic conventions? This course refines students' ability to substantiate their academic essays through the use of proper citation and referencing strategies. Skills covered in this course also include quoting, paraphrasing, and the use of discernment in choosing secondary sources.

**Report Writing**

Do you have to write reports for your classes, and are not entirely sure how to tackle report writing assignments? This course aims to improve and hone the skills students need in order that they are able to write effective reports.

## Days and Times

<b>Tuesday</b>			Start Date	End Date
4:00pm – 5:30pm	Academic Reading (1-Group A) Academic Reading (2-Group A)	B1C24a	1 October 29 October	22 October 26 November
<b>Wednesday</b>				
2:00pm – 3:30pm	Academic Reading (1-Group B) Academic Reading (2-Group B)	BA07	2 October 30 October	23 October 27 November
2:00pm – 4:00pm	Grammar	EA51	2 October	27 November
2:00pm – 4:00pm	Discussion Skills (1) Discussion Skills (2)	F3A03	2 October 30 October	23 October 27 November
2:00pm – 4:00pm	Academic Presentation Skills (1) Academic Presentation Skills (2)	BA10	2 October 30 October	23 October 27 November
<b>Thursday</b>				
2:00pm – 4:00pm	Referencing, Citation and Avoiding Plagiarism (1) Referencing, Citation and Avoiding Plagiarism (2)	TCR2	3 October  31 October	24 October  28 November
5:00pm – 6:30pm	Intercultural Awareness	BA07	3 October	24 October
<b>Friday</b>				
11:00am – 1:00pm	Report Writing	TCR3	4 October	29 November
<b>Saturday, 19 October 2013</b>				
9:00am – 4:00pm	Advanced Writing Course for Postgraduate Arts and Social Sciences Students	BA05		

**\*Some courses are offered twice during the semester, and this is indicated by the number in parentheses. For example, Discussion Skills will be offered 2 October-23 October, and 30 October-27 November. The content will be identical in both cycles.**

## How to register for Insessional English Courses: Semester 1 2013-2014

Registration for the Insessional English courses will be done electronically via Moodle. For these courses only a limited number of places are available, so please sign up on Moodle as soon as possible. Please note that classes begin Tuesday (1 October 2013), so act now to avoid disappointment.

\* If you sign up for a course but do not attend, you may lose your place.

## ***Language Consultations***

CELE tutors provide free one-to-one consultations to students. Each consultation session is for 30 minutes. Students may email a tutor for an appointment. Each student is limited to 5 consultation sessions per semester.

Please note that this is not a proofreading service. Rather, the sessions are to be utilised to discuss aspects of a student's writing assignment. There is a limit of 1000 words per session, and students should send their written work to the tutor 48 hours before the appointment. Drop-in sessions are also available—please refer to the schedule below:

<b>Tutor</b>	<b>@nottingham.edu.my</b>	<b>Drop-in Consultation time</b>	<b>Room</b>
Ms Melissa Yoong Ai Syn	Melissa.Yoong	Tuesdays 10:00am – 11:00am	B1B21
Mr Michael Groves	Michael.Groves	Fridays 10:00am – 11:00am	B1B24
Ms Nabila Shariff Al-Baiti	Nabila.Shariff	Fridays 2:00pm – 3:00pm	B1B24a
Ms Saleha Abdul Rahman	Saleha.AbdulRahman	Thursdays 10:00am – 11:00am	B1B20
Ms Salomy Sumithra Krishna	Salomy.Krishna	Wednesdays 2:00pm – 3:00pm	B1B24a
Mr Wong Yao Hing	YaoHing.Wong	Tuesdays 2:00pm – 3:00pm	B1B19
Ms Yan Lai Peen	LaiPeen.Yan	Mondays 4:00pm – 5:00pm	B1B24b
Ms Yuhana Mohd Yusof	Yuhana.Yusof	Tuesdays 11:00am – 12:00pm	B1B22

## ***Self-Access Learning***

The university has purchased some English Language Learning software. The following programmes are available:

- Tensebuster
- Study Skills Success
- Road to IELTS

All of the programmes include interactive teaching, audio and video. These programmes also allow you to save your work and return to it later. The programmes can be accessed from any university computer at this location: U:\All Users\Education\ClarityEnglish.

Please note that we have a license for only ten users at a time—so please try again at a different time if you are unable to access a programme.

## **Contact us**

We are happy to answer any questions you may have. Do not hesitate to ask for help if you need it.