

Course Guidelines

Methods of teaching, requirements and Assessment

Our Method of teaching:

Our teaching methods take a student-centered approach where teachers facilitate the language learning through short presentations of the new content and allocate more time for language and skills practice. The classroom activities allow for maximum student participation and aim at developing language skills; speaking, listening, reading, and writing through authentic materials and tasks.

The classroom could be seen as a small learning community and students are encouraged to work in pairs and small groups in class in order to maximize the opportunities for language practice and peers' support with the teacher's help and feedback. Instructions in ECA classes emphasize oral skills where instructions in MSA classes put more emphasis on the written skills.

Course Requirements & assessment:

1- Attendance:

You are expected to attend class every day. Missing class not only means extra work to catch up on, it is also unfair to your classmates because you will slow us all down.

If you do have to miss a class, make sure you have the phone number and e-mail address of at least two of your classmates whom you can contact to find out what you missed. Do not count solely on the weekly scheme of work, to tell you this as it might be subject to change.

Class will begin on time. Please do your best not to be late for class as it is disruptive to your classmates. Being late to class will be recorded on the weekly record sheet & definitely will affect your attendance final grade by the end of the course.

Minimum attendance requirement is 70% for a certificate to be issued. You will only get a letter of attendance if you fail to meet the requirement. (Review students' handbook)

2-Participation:

Participation is a key component of this class work. Participation is closely related to homework and preparation. If you are not prepared for class it will be difficult for you to participate in a meaningful way.

We will do a lot of group-work in this course. The composition of the groups for group-work will change regularly. You must be ready, willing and enthusiastic about working with all of your class-mates. Participation also means regularly checking your email at least once a day for messages regarding Arabic class. You will be graded on:

- a) Your ability to participate based on your preparation,
- b) Your willingness to speak in Arabic when possible,
- c) Your ability to work in groups.

Failure in any of these areas will result in a lower participation grade. If you are absent, or late your participation grade for the week is affected.

3-Homework:

We cannot emphasize enough the importance of homework, which means both written work and other kinds of preparation. The majority of class time will be devoted to practice as opposed to explanation. It is thus essential that you come to class prepared.

Homework assignments that are handed in more than a week late, will be accepted and checked but will not be given any credit.

You are encouraged to study and work on homework assignments together, with the stipulation that everyone must submit her/his own individual paper. Please hand in homework written out on a separate sheet of paper.

Homework assignments will be graded on a weekly basis, through weekly records sheets.

You will be graded on the overall quality of your work, not on the number of correct or incorrect answers.

Preparation is obviously related to homework, but it also includes assignments and aspects of the course which are not written, i.e. you must come prepared for class activities (this means following the syllabus, studying vocabulary and grammar, and being ready to participate fully).

4- Assignments:

Over the course of MSA you will be assigned a written composition on weekly basis, to write about specific topics. Your first draft of each assignment will be corrected, and you will be asked to submit a second draft within a deadline taking into consideration the corrections and comments given by your teacher. Previous drafts should be attached to newer ones. The process will be repeated if necessary until the composition has reached an acceptable state and the mistakes have been eliminated. At that point, you will receive full credit for the composition.

Compositions will be graded on weekly basis through the weekly record sheet based on:

- a) Content (clear meaning & topic covered)
- b) Vocabulary & Language used (range of Vocabulary, convenience, spelling)
- c) Structure (accuracy, tenses...)
- d) Connection & cohesion
- e) Submission on allocated time.

In ECA Classes, the teacher will allocate students oral assignments.

5- Oral Presentations:

During the course you will be asked to create some skits in ECA Classes and/or oral presentations in MSA class. We will have **two** of these skits/presentations.

You may do either a skit or an oral presentation about a topic of your choice, or as assigned by your tutor. The topic must be cleared with tutor first.

Further detailed instructions for both of these will be given to you by tutor in class.

Oral presentations will be graded at your weekly record sheet and through the final Grade in certificate.

Grade for Oral presentation is based on:

- Range of vocabulary: General Vocabulary- Special Vocabulary- Expressions- Idiomatic expressions & colloquialisms.
- Accuracy: Grammatical structures / can correct him / her-self.
- Fluency: Spontaneous- effortless.
- Pronunciation & Intonation.
- Interaction / comprehension.
- Coherence (use of connectors)
- Content: Delivers clear detailed presentation of a complex subject.

- Communicative strategy

6- Quizzes:

There will be a short quiz (apprx.15 minutes each) approximately each week. There are no make up quizzes or exams. Quizzes are written for MSA classes & oral for ECA classes. You will be given a weekly grade on the weekly record sheet.

7-Final Exam:

There will be a final written Exam in MSA classes. The final examination will be comprehensive and will test all the skills: reading, writing, speaking, and listening. The date of the final examination is ----- in the same room.

Final Grade Breakdown

MSA Grade Breakdown:

Reading	15
Writing	15
Listening	15
Speaking	10
Attendance & Performance	10
Final Exam	35
Final Grade	100

Grading Scheme:

A: 95 – 100 A-: 90 – 94 B: 80 – 89 B-: 75 – 79 C: 65 – 74 C-: 60 – 64 D: 59 (Fail)

MSA Course levels

CEFR – Level	ILI – Level	Summary of level
A1 - Breakthrough Level	PRE – MSA Modern Standard Arabic	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has, Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
	MSA 1 – Beginners Modern Standard Arabic	
A2 - Way stage Level 1	MSA 2 – Early Elementary Modern Standard Arabic	Can understand sentences and frequently used expressions related to areas of most immediate relevance very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
	MSA 3 – Elementary Modern Standard Arabic	
B1 - Threshold Level 2	MSA 4 – Upper Elementary Modern standard Arabic	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
	MSA 5 – Early Intermediate Modern Standard Arabic	
	MSA 6 – Intermediate Modern Standard Arabic	
B2 - Vantage Level 3	MSA 7 – Upper Intermediate Modern Standard Arabic	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation, Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party, Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
	MSA 8 – High intermediate Modern Standard Arabic 1	
	MSA 9 – Early Advanced 1 Modern Standard Arabic 2	
	MSA 10 – Early Advanced 2 Modern Standard Arabic	
C1 – Proficient speaker. Level 4	MSA 11,12- Advanced Modern Standard Arabic	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself continuously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clearly well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.