



# Chalmers – LSP580

## English for Electrical Engineering

Division for Language and Communication

Study period 4

2016

### Teachers

Linda Bradley      [linda.bradley@chalmers.se](mailto:linda.bradley@chalmers.se)  
Carina Sjöberg-Hawke    [carsjobe@chalmers.se](mailto:carsjobe@chalmers.se)

**Weekly schedule**

Week	In class	Assignments
<b>Tue 22 March</b> 10:15-12:00	- Course introduction - Formal v informal text - Summary writing, Logic control-introduction assignment	- Prepare for the Grammar quiz on EngOnline - The EngOnline programme, <a href="https://engonline.chalmers.se">https://engonline.chalmers.se</a> - Start looking for information Logic control-introduction assignment
<b>Tue 12 April</b> 10:15-12:00	Grammar quiz	
<b>Tue 19 April</b> 10:15-12:00	- Seminar: Logic control-introduction assignment sources, , paraphrasing, critical reading, writing an introduction	- Prepare Logic control-introduction assignment, text and preparation for next week
<b>Tue 26 April</b> 10:15-12:00	- Seminar: - 3-minute-presentations of Logic control-introduction assignment (individual presentations in small groups) - Writing a report in English of the LET085 report	- Upload on Pingpong: your Logic control-introduction assignment. Deadline 29 April. - Take the progress check on PingPong on nouns & articles
<b>Tue 3 May</b> 13:15-15:00	- Text building, how to make a communicative text - Input presentations - Language follow up: nouns & articles	- Upload on Pingpong: draft of your LET085 English report. Deadline: 4 May. - Take the progress check on PingPong on pronouns, verbs
<b>Tue 10 May</b> 10:15-12:00	- Refining the report structure. The conclusion and discussion - Data commentary exercise - Language follow up: pronouns, verbs	- Bring copy of your work-in progress of your LET085 English reports - Take the progress check on PingPong adjectives/adverbs & word order
<b>Tue 17 May</b> 10:15-12:00	- Feedback on LET085 English reports, follow-up - Peer response - Language follow up: adjectives/adverbs & word order	- Upload on Pingpong: the final version of your LET085 English report. Deadline: Thursday 19 May - Prepare final presentation for next week
<b>Tue 24 May</b> 10:15-12:00	Presentations of LET085-projects (separate group schedule) Please upload your ppt presentation on Pingpong the day before	
<b>Written exam</b> 30 May	Exam for those who did not do / pass the Grammar quiz	

## Introduction

This English course comprises both in-class sessions devoted to classroom activities such as seminars and workshops and out-of-class assignments. Your personal commitment is essential for learning activity to take place. Therefore, your personal engagement and participation are vital throughout this course. The course is structured around writing assignments that include a principal report integrated with the course LET085, Logic Control, in addition, oral presentation / speech assignments.

This handout addresses some of the main tasks for English LSP580. You will find all practical information and deadlines here. There will also be further information posted on the course home page and through handouts provided in class. Be careful sticking to the given deadlines!

### Course description for LSP580

#### *Aim*

The aim of the course is to enhance students' ability to communicate effectively in English, in speech as well as in writing, to enable students to use English for academic writing and oral presentations during their studies, and to prepare students for a professional career, which will most likely demand very good communication skills.

*Learning outcomes* (after completion of this course, the student should be able to)

- use effective strategies for oral and written communication,
- structure information for oral presentation characterized by good linguistic level and presentation technique, and
- plan, implement and present a given project.

#### *Content*

This English course comprises written and oral proficiency practice as well as a review of English grammar. Teamwork, report writing and oral presentation skills are important aspects of the coursework. The course emphasizes the writing process, strategies for effective oral and written communication, text analysis and peer response, and preparation for the examination.

#### *Organization*

The course is organized into seminars. Issues dealt with in the lecture series include the communication process, strategies for effective communication in speech and in writing, report writing, and oral presentation techniques and strategies.

#### *Literature*

Course literature includes EngOnline, a web-based tool, this compendium, and various handouts provided in class and/or via the course website.

#### *Examination*

Compulsory parts of the course are hand-ins and seminars. The final grade (3-5) is based on the following three, equally weighted parts:

- a) quiz/written exam (individual task, grades:  $\geq 60p = 3$ ,  $\geq 75p = 4$ ,  $\geq 90p = 5$ ),
- b) final oral presentation (group task, individually graded 3-5 according to presentation criteria),
- c) topic assignment (group task, grade 3-5 according to criteria for report writing).

### The course context

This English course is part of a block of courses targeting communication skills for computer and electrical engineers. The overall purpose of these courses is to provide students with the writing strategies and speech skills needed in their future careers:

- *Introduction course* (study period 1, year 1) provided instruction in various areas, including report writing and presentation skills, an introduction to higher education, information literacy, and discussions of the role of the engineer,
- *English LSP580* (study period 4, year 1) is designed to enhance skills from the introductory course and provides additional perspectives of English, analysis and use of various styles of language, summaries that include more formal language, language structures, grammar, spoken English, and English-Swedish issues, integrated with LET085.
- *Technical communication and professional English* (study period 3, year 3) will offer further work-related language and business communication skill development.

### Overview of compulsory components

Grades (3-5) for course based on: Grammar quiz/ written exam (individual), final presentation (group), topic assignment (group), partly integrated with LET085 Logic control project.

Graded assignments	Assessment
Grammar quiz. Deadline: 12 April (Written exam if pass was not attained on Grammar quiz)	Graded 3-5 (individual)
Logic control-introduction assignment presentation. Deadline: 26 April, in class	Pass/Fail (individual)
Logic control-introduction assignment text. Deadline for uploading text: 29 April	Pass/Fail (individual)
Draft of LET085 English report (at least. half a page). Deadline: 4 May	Pass/Fail (group)
LET085 English report, final version: Deadline: 19 May	Graded 3-5 (group)
Presentation of LET085 project in English. Deadline: 24 May	Graded 3-5 (individual)
Written exam (if pass was not attained on Grammar quiz). Date: 30 May	See Grammar quiz

## Assignments in LSP580

We will engage in some useful writing and speaking assignments in this course. The aim is to increase your understanding of the type of language you will meet in your future careers.

- In the first part of the course, the writing assignments will prepare you for the English report of your LET085 project. ----all assignments will be posted on Pingpong!
- In the latter part of the course we will deal with the writing of the English report of your LET085 project. ----information below in this document + on Pingpong
- There will be some small presentation activities during class, always in small groups, where you will be able to practice speaking in English.

## Logic control-introduction assignment (individual)

The introduction of a report is really important. It needs to set the frames of the project so that the reader understands what the content is about.

Your assignment is to find relevant material online about the Logic control concept. Read the information you find and then pick out at least three sources for your text. Your sources can be in Swedish or English and of different type, such as online articles and books.

1. The next step is to write an introduction to the topic Logic control in two paragraphs. You should back up statements in your text with the three (or more) sources you have found (length 200-250 words)
2. In class 26 April, be prepared to make a 3-minute-presentation where you will share your findings from your sources in a small group. You should motivate why you picked out your sources, where they come from and what context. Note: you should not READ your findings, but make a free speech only using notecards with keywords if necessary. (No ppt necessary).

## LET085 English report (in groups of 2 persons)

This is a process writing assignment that will result in a mini report of 1500 words (which is equivalent to 3 pages of text). You will write the report together with your LET085 Logic Control partner.

### Draft of LET085 English report (at least. half a page). Date: 4 May

Write an outline of your LET085 English report of half a page or more. You should include the purpose of your report, the scope, i.e. the context what it is about and some of your methods and tentative results.

### LET085 English report: Date: 19 May

It should include the following:

- **Title page** with your names, course, university and date
- **(Abstract not necessary)**
- **Introduction** with problem description / questions
- **Main body** with **sub-chapters, in-text references** to research sources where needed, **images** (tables/ charts /illustrations) where appropriate
- **Conclusion** where you sum up your findings and return to your questions

- List of **references** (according to the IEEE referencing system. See Chalmers Library [http://guides.lib.chalmers.se/IEEE\\_guide](http://guides.lib.chalmers.se/IEEE_guide))

### Criteria for English report

A sufficient assignment meets the following basic criteria (more detailed criteria for the grades 3-5 in a separate file)

### Language

A linguistically appealing text communicates the core ideas clearly and substantially:

- Grammar – the use of all parts of speech and other grammatical structures such as word order and tense.
- Vocabulary – the use and range of chosen words.
- Register – the tone or manner of expression and consistency of use throughout a text, i.e. formal vs. informal language.

### Structure

- Good structure in a text will make it easy for readers to follow the logic of the text and will also leave them with the sense that the overall purpose of the text has been clearly laid out and fulfilled.
- Overall organization of the paper – the presence of the three parts of a text: there is an introduction, a text body, and a conclusion; the thesis statement is well articulated and informs the text as a whole; order and cohesion / linking of sentences and paragraphs is clear and logical; organizational cues, such as headings and subheadings are functional.

### Content

- Good content means that the text presents relevant information that supports the purpose and the thesis statement. The selected information is clearly supported by source material that has been integrated into the text.
- Development of main idea – the main idea is sufficiently explored and stays on topic.
- Adherence to feedback given from peers and teachers.
- Progression – the content of the text is presented in a logical manner, i.e. the reader can follow the train of thought of the author.
- Source Material – the use of sources is clear to the reader and supported by in-text references and a list of references.
- Adherence to task requirements – the text fulfills requirements of tasks such as length, number of references, and is written in your own words, i.e. no plagiarism

### Learning objectives for the report writing assignment

The objectives of the written assignment are to give you multiple opportunities to strengthen your communicative competence in English. Through engaging in the writing process of peer response in this assignment you can apply the writing techniques discussed in seminars and assigned readings such as using topic sentences, linking and coherence in text etc.

Through this exercise you should have:

- Encountered, collected and selected a set of scientific and popular science texts and articles related to your theme and your field of study

- Reflected on strategies for choosing information from a text and selecting information
- Produced a text that is coherent and logical in its organization, with emphasis on clear paragraphing as well as accurate sentence structure and grammar, and academic in style
- Expressed the topic by relevant vocabulary and in an accurate and effective way
- Practiced a process-oriented approach to writing that involves producing a series of versions of the text, including receiving and implementing constructive feedback, as well as reviewing and commenting similar texts produced by peers.
- Have a deeper understanding of the report/article writing process.

Practical information for hand-ins:

- Upload your group text on Ping Pong for each deadline (it is enough if one person per group uploads)
- Written assignments will be passed through Urkund. Use one of the following file formats: .doc / .docx)
- Please label your file according to the following format: last name of each group member + assignment name and version
- Remember to state your names in the header of the document/-s as well.

**Specific requirements of final version of LET085 English report:**

- length: 1500 words +/- 10% excluding diagrams, tables, and references
- text size: Times New Roman 12 pts, Calibri 11 pts (or equivalent), 16pts for title, single space
- format: paragraphs should be divided by one blank row or indented. The text should include page numbers. All tables and figures should be labeled according to good praxis for technical documentation and academic papers.

## **Presentation of LET085 project (group)**

By making a presentation of your LET085 project together with your project group you will get an opportunity to present and clarify your work. Pick out interesting aspects from your project and present it to an audience.

Learning objectives:

- extract, summarize and organize relevant information
- practice adapting written text to a speaking context
- practice giving a presentation in English in a well-structured way

For pass the presentation is required to meet the following criteria (more detailed criteria for the grades 3-5 in a separate file). You should:

- make a logical presentation of your work with the selected theme and the results from it.
- recontextualize the content of the article to suit the presentation format
- facilitate for the audience to follow your intentions, explaining key terminology where necessary

- make use of informative and supportive visuals
- rehearse and present as a team
- meet the requirements regarding timing

Requirements:

- length 10 minutes per group
- visual aids - please upload your presentation file the day before the presentation on Ping Pong

*Date:* 24 May, in class according to separate group schedule

Consider the following:

<b>The Art and Practice of Oral Presentations</b>
<p><b>Content</b></p> <ul style="list-style-type: none"><li>• If possible, choose a subject that interests you and that you know well.</li><li>• What is the main message you are going to communicate?</li><li>• Who are you communicating the message to? Who is your audience? Why should they want to hear this?</li><li>• What information do you need to include? Is it relevant?</li><li>• How are you going to organise the information?</li></ul>
<p><b>Form</b></p> <ul style="list-style-type: none"><li>• <b>Organisation</b><ul style="list-style-type: none"><li>◦ Introduction (introduce yourself and your subject)</li><li>◦ Main body of information</li><li>◦ Conclusion (say your main message again)</li></ul></li><li>• <b>Logical Progression</b></li><li>• <b>Smooth Transitions</b> – avoid jumping from one part to the next.</li><li>• <b>Signposting</b> (Firstly, Secondly...). See Language of Presentations handout.</li><li>• <b>Language</b><ul style="list-style-type: none"><li>◦ Vocabulary (simple, precise, clear)</li><li>◦ Grammar (accurate)</li><li>◦ Pronunciation (make sure you can say difficult words)</li></ul></li></ul>
<p><b>Delivery and Logistics</b></p> <ul style="list-style-type: none"><li>• <b>Voice</b><ul style="list-style-type: none"><li>◦ Clear voice which can be heard and isn't too fast</li><li>◦ Use pauses</li><li>◦ Emphasise important points</li></ul></li><li>• <b>Audience Involvement</b><ul style="list-style-type: none"><li>◦ Eye contact (with the whole group!)</li><li>◦ Body language (look confident, hands out of pockets!)</li><li>◦ Visual aids (relevant / clear/ possible to see)</li></ul></li><li>• <b>Timing</b> – what is the time limit?</li><li>• <b>Notes</b> – use an appropriate resource (e.g., notecards, mindmaps...)</li></ul>

## Grammar Quiz

The Grammar Quiz takes place in class during the second session, i.e. in study week 2. It is a diagnostic test that will serve to demonstrate your proficiency in English grammar. You will be given 80 multiple choice items in coherent sets of texts, each of which demonstrates a grammatical problem area. Your job is to choose the correct item.

To pass the Grammar Quiz, you must achieve 60p or more:  $\geq 60p = 3$ ,  $\geq 75p = 4$ ,  $\geq 90p = 5$ . If the results are below 60p, or over but you would like the chance to improve, there is the exam coming up with the same setting as the Grammar Quiz. During the course, we will have grammar exercises and discuss language constructions for extra training. You can also get extra training using the EngOnline programme online.

The Grammar Quiz and the Written Exam are based on grammatical problems described in the web-based grammar tool EngOnline. The EngOnline web-based grammar tool is offered as an individual language training space for all students at Chalmers. It is available online and accessible outside of class. Log on to EngOnline using your CID at <https://engonline.chalmers.se>. The first time, make sure you press the link **Register to EngOnline** and **choose the group LSP580 English** in the drop-down list.

Dates:                    Grammar quiz (in class) 12 April 2016 or  
                                  Written exam 30 May 2016