

## EMI Training Program

### 一日課室英文應用工作坊

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Bachelor of Business Administration

- 16 years of English teaching experience
- Studio Classroom Project Instructor
- EMI, IELTS, TOEFL and TOEIC Coaching
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#### Objective:

The goal of this course is to improve the ability of the university faculty when addressing their students in English. Common classroom vocabulary and sentence patterns will be taught to increase the faculty's confidence during their lectures. The faculty will practice the vocabulary and sentence patterns by adapting them to for their own needs and presenting their own examples to the group.

Day 1	Topic Description
Morning	<ul style="list-style-type: none"> <li>● Introducing General Information</li> <li>● Giving Course Introductions</li> <li>● Describing Course Objectives</li> <li>● Introducing Classroom Requirements</li> <li>● Talking About Textbooks</li> <li>● Assignments</li> <li>● Attendance and Talking About Classroom Rules</li> </ul>
Afternoon	<ul style="list-style-type: none"> <li>● Introducing a Topic</li> <li>● Using Teaching Aids</li> <li>● Grouping Students</li> <li>● Encouraging Classroom Discussions</li> <li>● Presenting Outcomes</li> <li>● Giving Assessments</li> <li>● Giving Feedback</li> </ul>

## EMI English Training - 1

### General Information

Sentence Pattern: Good morning/afternoon/evening everyone. Welcome to \_\_\_\_\_.

Example: Good morning/afternoon/evening everyone. Welcome to **Accounting 101**.

Your Example:

SP: My name is Professor \_\_\_\_\_ (You can call me \_\_\_\_\_)

Ex: My name is **Professor Wang**. (You can call me Grace.)

Your Example:

SP: My name is \_\_\_\_\_. The very first thing I want to do is invite you to call me \_\_\_\_\_

Ex: My name is **Professor Smith**. The very first thing I want to do is invite you to call me **Gary**.

Your Example:

\*If you wish to introduce your background and credentials you can do this here.

### Introducing the Course

SP: This is a required course for all students majoring in \_\_\_\_\_.

Ex: This is a required course for all students majoring in **History**.

Your Example:

SP: The prerequisites for this course are \_\_\_\_\_ and \_\_\_\_\_.

Ex: The prerequisites for this course are **psychology 101** and **201**.

Your Example:

SP: The requirements for this course are \_\_\_\_\_ and \_\_\_\_\_

Ex: The requirements for this course are **Accounting 101** and **Introduction to Business 105**

Your Example:

SP: This course is called \_\_\_\_\_ and it will mainly focus on \_\_\_\_\_.

Ex: This course is called **Writing 101** and it will mainly focus on **academic writing**.

Your Example:

SP: This is a class on \_\_\_\_\_ which \_\_\_\_\_

Ex: This is a class on the **Sociology of Gender** which **examines gender as a social construct**.

Your Example:

SP: This \_\_\_\_\_ class is different from other \_\_\_\_\_ because \_\_\_\_\_

Ex: This **classical music class** is different from other **classical music classes** because **we will focus on the Baroque Period from 1600 to 1750**.

Your Example:

SP: Things we won't be talking in this class are \_\_\_\_\_ in case this is not the kind of class you are looking for. (So it's not too late to change to another course.)

Ex: Things we won't be talking in this class are **Renaissance classical period**. In case this is not the kind of class you are looking for you can change to another course.

Your Example:

## Course Objectives

SP: The objective of this course is to introduce you to the basic concepts of \_\_\_\_\_.

Ex: The objective of this course is to introduce you to the basic concepts of **architecture**.

Your Example:

SP: The objective of this course is to give you a deeper understanding of \_\_\_\_\_

Ex: The objective of this course is to give you a deeper understanding of **business management skills**.

Your Example:

SP: Our goal for this class is not only to \_\_\_\_\_ but also to \_\_\_\_\_

Ex: Our goal for this class is not only to **educate you about the history of social welfare**, but also to **present alternative models of social welfare systems**.

Your Example:

SP: The purpose of this course is to develop knowledge, understanding and practical skills related to \_\_\_\_\_

Ex: The purpose of this course is to develop knowledge, understanding and practical skills related to **restaurant management**.

Your Example:

SP: This \_\_\_\_\_ course is not only about \_\_\_\_\_ but also about \_\_\_\_\_

Ex: This **writing course** is not only about **producing correct sentences**, but also about **writing essays that inspire people**.

Your Example:

SP: By the end of this course you will have acquired the ability to \_\_\_\_\_

Ex: By the end of this course you will have acquired the ability to **design a complete website**.

Your Example:

SP: By the end of this course you will be able to explain \_\_\_\_\_

Ex: By the end of this course you will be able to explain **basic accounting principles**.

Your Example:

SP: By the end of this course you will be able to demonstrate \_\_\_\_\_

Ex: By the end of this course you will be able to demonstrate **food analysis procedures and quantity meal preparation**.

Your Example:

SP: Given \_\_\_\_\_ you will be able to \_\_\_\_\_

Ex: Given **basic materials** you will be able to **design, demonstrate, and explain a new fashion line**.

Your Example:

SP: This is also the introductory course to \_\_\_\_\_ in 2<sup>nd</sup> year.

Ex: This is also the introductory course to **Economics 205** in 2<sup>nd</sup> year.

Your Example:

SP: In order to \_\_\_\_\_ then you really need to \_\_\_\_\_

Ex: In order to **understand higher level courses** then you really need to **understand the concepts in this course**.

Your Example:

SP: Your learning outcome will be judged by \_\_\_\_\_

Ex: Your learning outcome will be judged by **not only your test scores but your ability to demonstrate what you have learned**.

Your Example:

SP: The criteria for \_\_\_\_\_ is \_\_\_\_\_

Ex: The criteria for **passing this course** is **60%**.

Your Example:

## Requirements

SP: In order to be successful in this course you will need to \_\_\_\_\_

Ex: In order to be successful in this course you will need to **collaborate well with others and be self motivated with your own studies**.

Your Example:

SP: You are expected to \_\_\_\_\_

Ex: You are expected to **attend class on time**.

Your Example:

SP: There will be \_\_\_\_\_

Ex: There will be **two mid term exams, a final exam and one term paper**.

Your Example:

SP: You will need to \_\_\_\_\_ (to complete some of the assignments in this course.)

Ex: You will need to **find a partner/work in a group** to complete some of the assignments in this course.

Your Example:

SP: In order to finish some class assignments \_\_\_\_\_

Ex: In order to finish some class assignments **you will have to volunteer your own time in the lab.**

Your Example:

SP: In order to complete this course \_\_\_\_\_

Ex: In order to complete this course **you will need to learn how to research on your own as you won't always be instructed.**

Your Example:

SP: If your partner/group fails to \_\_\_\_\_ it cannot be used as an excuse. You will still be expected to \_\_\_\_\_

Ex: If your partner/group fails to **complete their work** it cannot be used as an excuse. You will still be expected to **complete your assignment so make sure you have a plan.**

Your Example:

## **Textbooks**

SP: In this course you will need the following books \_\_\_\_\_

Ex: In this course you will need the following books; **Grammar in Use, by Raymond Murphy, 4000 Essential English Words by Paul Nation, and English for Business by Ken Thomson.**

Your Example:

SP: The textbook required for this course is \_\_\_\_\_

Ex: The textbook required for this course is Introduction to Accounting, third edition.

Your Example:

SP: You can find these books \_\_\_\_\_

Ex: You can find these books **at Eslite bookstore.**

Your Example:

SP: This textbook is in English. It might be difficult at first but I encourage you to \_\_\_\_\_

Ex: This textbook is in English. It might be difficult at first but I encourage you to **skim read for difficult words that you can look up.**

Your Example:

SP: You will be given \_\_\_\_\_

Ex: You will be given **supplementary materials** for certain lessons so please make sure to bring them to **class**.

Your Example:

SP: Please remember to \_\_\_\_\_

Ex: Please remember to **actively take notes** because certain topics may not appear in your textbooks but **appear on your exams**.

Your Example:

SP: Certain chapters in your textbooks \_\_\_\_\_

Ex: Certain chapters in your textbooks **will be outside readings** and you are encouraged to read and **preview in advance**.

Your Example:

## **Assignments**

SP: You will be assigned \_\_\_\_\_

Ex: You will be assigned **a research paper to be completed and handed in by the end of the semester**.

Your Example:

SP: The assignment must be completed by \_\_\_\_\_

Ex: The assignment must be completed by **the class before you make your presentation**.

Your Example:

SP: When it is your turn to \_\_\_\_\_

Ex: When it is your turn to **do an assignment** please come in earlier to make sure everything works or **your grades will be affected**.

Your Example:

## **Grading**

SP: You will be graded on \_\_\_\_\_

Ex: You will be graded on **both your exam scores and your in class participation.**

Your Example:

SP: You must turn in your \_\_\_\_\_

Ex: You must turn in your **paper before the midterm exam.**

Your Example:

SP: Your \_\_\_\_\_ grade will be as follows: \_\_\_\_\_

Ex: Your **presentation** grade will be as follows: **40% Content, 40% Pronunciation, and 20% Grammar.**

Your Example:

SP: \_\_\_\_\_% of your grade will come from \_\_\_\_\_

Ex: **40%** of your grade will come from **in class discussion.**

Your Example:

SP: If you have any personal reasons why you \_\_\_\_\_ you can make an appointment to talk to me in private.

Ex: If you have any personal reasons why you **couldn't complete your assignment** you can make an appointment to talk to me in private.

Your Example:

SP: If you have a question about your grades \_\_\_\_\_

Ex: If you have a question about your grades **you can come see me during my office hours to discuss it.**

Your Example:

SP: You will receive \_\_\_\_\_ credits for this course.

Ex: You will receive **3** credits for this course.

Your Example:



## EMI English Training - 2

### Attendance

SP: We will do a roll call now.

SP: Please write your name on the check in board prior to each class.

SP: Please scan in prior to each class.

SP: If you are \_\_\_\_ minutes late you will be considered absent.

SP: During class if you need to be excused please \_\_\_\_\_

Ex: During class if you need to be excused please raise your hand.

Your Example:

SP: At the end of the class \_\_\_\_\_.

Ex: At the end of the class **I will dismiss you, not the bell.**

Your Example:

SP: If you are sleeping in class \_\_\_\_\_

Ex: If you are sleeping in class **you will be considered absent.**

Your Example:

SP: You will be encouraged to talk to each other later, but please not while I'm talking.

SP: Please refrain from \_\_\_\_\_

Ex: Please refrain from **using your cellphones and laptops during class. If you need to talk to someone please excuse yourself from the class.**

Your Example:

SP: This lesson is for real life people. Ghosts and roommates who are sleeping are not allowed, so don't scan for other students.

SP: Please keep discussions respectful and show respect to me and your classmates.

### **Introducing a topic**

SP: Today's topic is \_\_\_\_\_

Ex: Today's topic is **Food Industry Waste and how to prevent it.**

Your Example:

SP: Today we will be \_\_\_\_\_

Ex: Today we will be **talking about the fundamentals of music theory.**

Your Examples:

SP: Today I want to talk about \_\_\_\_\_

Ex: Today I want to talk about **the idea of Nature vs. Nurture in early childhood development.**

Your Example:

SP: In continuation of what we were discussing (last class) \_\_\_\_\_

Ex: In continuation of what we were discussing last week, **I would like to expand on the ideas of Nature vs. Nurture.**

Your Example:

SP: Can someone summarize what we were talking about \_\_\_\_\_

Ex: Can someone summarize what we were talking about **with regards to the subject of international trade?**

Your Example:

SP: I want you to think about \_\_\_\_\_

Ex: I want you to think about **the effects of music videos on the fashion industry.**

Your Example:

SP: Let's do a simple quiz to see if we've learned everything we need to proceed in today's lesson.

SP: (Today) We will be covering \_\_\_\_\_ (in your) \_\_\_\_\_

Ex: We will be covering **chapter 7** in your **Essential Grammar Rules** book in next week's lesson.

Your Example:

SP: Who can tell me what our topic is today?

Ex: Based on **what we were discussing last class**, can anyone guess what today's topic might be?

Your Example:

### Using Teaching Aids (websites, videos, etc.)

SP: Can someone please turn off the lights/curtains etc

SP: Students in the back might want to move forward so you can see better.

SP: Can someone please go to the equipment room to get us another HDMI cable?

SP: In order to \_\_\_\_\_ our next lesson will be \_\_\_\_\_ which is located \_\_\_\_\_

Ex: In order **to do the experiment** our next lesson will be **in the lab** which is located **in building C**.

SP: Please pay attention to the \_\_\_\_\_

Ex: Please pay attention to the **PPT and be sure to take notes**. **This information is not in your textbook**.

Your Example:

SP: Please remember to \_\_\_\_\_.

Ex: Please remember to **think about the ideas of Free Trade and Fair Trade, when you watch this video**.

Your Example:

SP: The following video will show \_\_\_\_\_

Ex: The following video will show **us the differences between food analysis and food inspection**.

Your Example:

SP: The video you are about to watch is from (NHK Japan). You're welcome to look it up and watch it again.

SP: You can find the following video (on youtube) if you need to watch it again.

## EMI English Training - 3

### Grouping

SP: You have \_\_\_\_ minutes to \_\_\_\_\_

Ex: You have 3 minutes to **find yourself 3 partners and discuss the topic you want to choose.**

Your Example:

SP: **Please submit** the members of your group, and your topic before (date)

SP: **For next class, please** sit with your partner/groups so we can have discussions in class.

SP: **Please group yourselves** into 3 to 5 people groups.

SP: **The person** sitting to your left **will be your partner today.**

SP: You will be in the same group throughout this semester.

SP: If for any reasons you want to switch partners, please \_\_\_\_\_

Ex: If for any reasons you want to switch partners, please **make an appointment to see me during office hours.**

Your Example:

SP: Please be respectful to your partner/group/teammates.

SP: Whoever doesn't have an existing group please come to the front.

SP: Students who are absent today will \_\_\_\_\_.

Ex: Students who are absent today will **be assigned a group next class.**

SP: Please select a group leader. The leader will be responsible for \_\_\_\_\_

Ex: Please select a group leader. The leader will be responsible for **organizing meetings and reporting to the TA.**

SP: Please remember \_\_\_\_\_ during your group work.

Ex: Please remember **to take notes** during your group work.

Your Example:

SP: You have \_\_\_\_\_ minutes left to finish your assignment.

SP: While you are discussing with your group, \_\_\_\_\_.

Ex: While you are discussing with your group, **think about how you will present it in English.**

Your Example:

SP: Try to incorporate what you have learned into your presentations.

SP: You are welcome to quote from your books or websites but **make sure you source your information.**

### **Encouraging discussions**

SP: Group leaders, please \_\_\_\_\_.

Ex: Group leaders, please **make sure everyone's opinions are heard.**

Your Example:

SP: Your participation in class will also be evaluated so please be more active.

SP: Does anybody have anything to add?

SP: This looks very interesting. How about \_\_\_\_\_/What if \_\_\_\_\_

Ex: This looks very interesting. How about **exploring the idea of senior citizen welfare further?**

Your Example:

SP: Jenny, we haven't heard from you. What do you think about \_\_\_\_\_?

Ex: Jenny, we haven't heard from you. What do you think about **the economic situation in Taiwan?**

SP: Who will be presenting for your group?

SP: I will choose a random group member to present for the group.

SP: Michael, who is the member you would say contributed the most to your group discussion today?

SP: I will give extra points to whoever can answer this question.

SP: Think about \_\_\_\_\_ (how this \_\_\_\_\_)

Ex: Think about **the current state of the IT profession** and how this **affects the current job market**.

Your Example:

### **Presenting outcomes**

SP: Let's take a look at Linda's group.

SP: Do we have any volunteers?

SP: Michael, would you like to go first?

SP: I can see that Michael's group seems to be ready. Let's hear what they have to say.

SP: What did we learn from group 3's presentation?

SP: Does anybody have any questions for this group?

SP: Does anybody have anything to add to this?

## EMI Training - 4

### Giving assessments

SP: That's a very unique/interesting/innovative perspective...

SP: What if we look at it from \_\_\_\_\_

Ex: What if we look at it from **the perspective of the buyer and not the seller?** How would that affect **trade?**

Your Example:

SP: In order to dive deeper into \_\_\_\_\_ we need to first \_\_\_\_\_

Ex: In order to dive deeper into **classical music theory** we first **need understand it's history.**

Your Example:

SP: What is the evidence to support this \_\_\_\_\_

Ex: What is the evidence to support this **idea that society would benefit from further funding of social programs?**

Your Example:

SP: Your argument is flawed because \_\_\_\_\_

Ex: Your argument is flawed because **it doesn't consider the way the two cultures interact.**

Your Example:

SP: **That is a very creative** way to look at this issue.

SP: (**This is interesting but,**) You failed to consider \_\_\_\_\_

Ex: I like where you are going here but you failed to consider **the time it would take to develop this design.**

Your Example:

SP: Have you considered \_\_\_\_\_ (the idea that)

Ex: Have you considered the idea that **in order to sell a design like that it needs to function within a specific environment?**

Your Example:

SP: That's also what group A/we talked about last class.

SP: How can you expand on that?

SP: That's not very logical because \_\_\_\_\_

SP: If you claim that \_\_\_\_\_ people might attack you/respond with \_\_\_\_\_

Ex: If you claim that **free trade is beneficial** people might attack you with **the idea that it leads to exploitation of workers.**

Your Example:

## **Giving Feedback**

SP: What have we learned today?

SP: All the groups did very well today.

SP: Remember to \_\_\_\_\_.

Ex: Remember to **speak more clearly and more loudly and try to make more eye contact.**

Your Example:

SP: **We can all learn a lot from** group 5.

SP: Make sure to pay attention to \_\_\_\_\_

Ex: Make sure to pay attention to **how long your presentation takes. Time yourselves!**

Your Example:



SP: Next don't forget to \_\_\_\_\_

Ex: Next don't forget to **take notes while others are giving their presentations. It will help you organize your thoughts.**

Your Example:

## Learning Strategies

SP: Try to become a better active listener. There are great videos on youtube explaining this skill.

SP: If you find reading the textbook in English very difficult, you can have a notebook for commonly used vocabulary.

SP: Try to skim through the whole paragraph first. Note the main idea and key words.

SP: Pay attention to \_\_\_\_\_.

Ex: Pay attention to **the main idea of the reading which usually comes in the first or second sentence.**

Your Example:

SP: Try the SQ3R strategy. Survey Question Read Recite Review

SP: Make sure you \_\_\_\_\_.

Ex: Make sure you **write notes and questions as you go in the margins.**

Your Example:

SP: Try reading out loud.

SP: A great way to know you understand something is to teach it to someone else.

SP: **Be sure to** test yourself and do practice exams.

SP: If you have any questions or problems please come and talk to me or the TA's.