

ENGLISH FOR PUBLIC POLICY

PRE-INTERMEDIATE CLASS

Fall 2015

Class Time

Monday, Wednesday, and Thursday 13:30 – 15:30

October 12, 2015 to January 11, 2016

Placement test on Wednesday, October 7, 2015

Final test on Monday, January 11, 2016

Teaching Team

Huynh Trung Dung: dunght@fetc.edu.vn (also course coordinator). Office: Faculty Room 2

Pham Thi Diem Ngoc: phamthidiemngoc@gmail.com

Objectives

By the end of the course, students will

- develop basic vocabulary in economics and public policy
- be able to understand complex sentences in academic texts
- develop basic communication skills

Course Description

Class meets three times per week. One of the sessions each week (on Monday) is devoted to reading materials of Introduction to Public Policy and Macroeconomics classes. The purpose of this is to familiarize students with academic readings and at the same time provide a chance for students to read research materials from other courses in the program in their original language. This activity will be accompanied by one session (on Wednesday) to consolidate grammar knowledge and practice reading skills for public policy materials. Another session will be allocated for developing writing skills with practice in writing paragraphs about public policy issues (on Thursday).

In order to be able to read academic texts, students must develop a strong foundation in structures of academic texts at the sentence level. The course will familiarize students with these structures so that students are able to understand complex sentences in academic texts. The

texts used in demonstrating these structures are taken from materials relevant to public policy and economics, which will also provide students with basic vocabulary in these areas.

Classroom instructions will be in both English and Vietnamese.

Requirements

Students are required to attend every class, participate actively in class, and complete all homework assigned by the instructors.

Final grades are calculated as follow:

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|-----------------------|-----|
| - Class participation | 20% |
| - Homework | 20% |
| - In-class tests | 30% |
| - Final exam | 30% |

Class participation: The School's class attendance policy is applied. Students are expected to make the most use of their class time in terms of practicing structures from readings and other integrated skills.

Homework: There are **two grammar homework and three writing assignments** (at the sentence and paragraph levels), which aim to help students familiarize themselves with writing in English. Students should utilize skills learned in the course in these writing assignments. The teaching team will read and provide feedbacks. These **five compulsory homework assignments** will be submitted on Wednesday of week 4, 5, 6, 7 and 10.

In-class tests: There are **three in-class writing tests** on Thursday of week 6, 9, 11, and **two in-class grammar tests** on Wednesday of week 7 and 12 to keep track of students' progress. The teaching team will read and provide feedbacks.

Final exam: The final exam is a TOEFL-styled test. The last two weeks of the course will be devoted to familiarizing students with the test format.

Materials for English lessons:

Main textbooks

1. L.G. Alexander, *Longman English Grammar Practice – Intermediate*, Longman
2. Stephen Bailey, *Academic Writing – A Handbook for International Students*, Routledge
3. Roberts, M. (2012), *English for Economics in Higher Education Studies*, Garnet Publishing Ltd., UK.

Supplementary references v v v

4. Paul Emmerson, *Business Grammar Builder – 2nd Edition*, McMillan
5. Norman Coe, *Oxford Living Grammar – Intermediate*, Oxford

6. Keith S. Folse, April Muchmore Vokoun and Elena V. Solomon, *Great Paragraphs*, Houghton Mifflin Company
7. *Các khái niệm cơ bản về kinh tế - Basic Economic Concepts*, Tủ sách kiến thức Saigon Times Foundation, NXB Tổng hợp TP.HCM (FETP Library)
8. TOEFL Preparation books published by Longman, Cambridge, and Thomson
9. Some extracts from the required readings

Required readings for Monday class

Readings in Introduction to Public Policy and Macroeconomics courses and other readings as below (to be updated).

- Edith Stokey and Richard Zeckhauser (1978). *A Primer for Policy Analysis*, New York: W.W. Norton and Company. Chapter 2. **(Stokey 1978)**
- The Economist, “**Copper-bottomed**”, 7 Feb 2002.
- Harvey Rosen, Ted Gayer and Abdulkadir Civan (2014), *Public Finance*, Tenth Edition, McGraw-Hill. Chapters 2 & 3. **(Rosen 2014)**
- Joseph Stiglitz (1998). Distinguished Class on Economics in Government: “The Private Uses of Public Interests: Incentives and Institutions,” *Journal of Economic Perspectives*, Spring, 3-22. **(Stiglitz 1998)**
- Milton and Rose Friedman (1980). *Free to Choose, A Personal Statement*, New York: Hartcourt Books. Introduction and Chapter 1: “The Power of the Market”. Also see: *Free to Choose* (1990), A TV Series by PBS, Vol. 1, [The Power of the Market](#). **(Friedman 1980)**
- Perkins, Dwight, Steven Radelet and David Lindauer (2006). *Economics of Development*, New York: WW Norton and Company, 6th edition. Chapter 20. **(Perkins 2006)**
- Thomas Piketty (2014). *Capital in the Twenty-First Century*, Harvard University Press. Introduction. **(Piketty 2014)**
- Angus Maddison (2008) “The West and the Rest in the World Economy, 1000-2030,” *World Economics*, 9(4): 75-99. **(Maddison 2008)**.
- Paul Krugman, “The Myth of Asia’s Miracle.” *Foreign Affairs*, Vol.73, Iss. 6 (1994) **(Krugman 1994)**

Class Schedules

Week	Monday	Wednesday	Thursday	Notes
1		Placement Test <i>Pham T. Diem Ngoc</i>	<i>Huynh Trung Dung</i> Stokey 1978	
2	<i>Huynh Trung Dung</i> Academic reading skills “Copper-bottomed”	<i>Pham T. Diem Ngoc</i> Present Tenses + Reading 1 “The Organization of Economics”	<i>Pham T. Diem Ngoc</i> Simple, Compound sentences	
3	<i>Huynh Trung Dung</i> Rosen 2014	<i>Pham T. Diem Ngoc</i> Past tenses	<i>Pham T. Diem Ngoc</i> Complex Sentences	

Week	Monday	Wednesday	Thursday	Notes
4	Huynh Trung Dung Stiglitz 1998	Pham T. Diem Ngoc Future tenses + Reading 2 "Economics Stakeholders" + HW1: Gram.	Pham T. Diem Ngoc Paragraphs	HW1 due Wednesday
5	Huynh Trung Dung Friedman 1980	Pham T. Diem Ngoc Passive + HW 2: Wr.	Pham T. Diem Ngoc Opinion Paragraphs	HW2 due Wednesday
6	Huynh Trung Dung Perkins 2006	Pham T. Diem Ngoc Modals + Reading 3 "Technology and Economic Change" + HW 3: Gram.	Pham T. Diem Ngoc Opinion Paragraphs + TEST 1: Wr.	HW3 due Wednesday
7	Huynh Trung Dung Piketty 2014	Pham T. Diem Ngoc Gerunds & Infinitives + HW 4: Wr.	Pham T. Diem Ngoc Selecting Key Points + TEST 2: Gram.	HW4 due Wednesday
8	No Class	No Class	No Class	
9	Huynh Trung Dung Maddison 2008	Pham T. Diem Ngoc Relative Clauses + Reading 4 "Strategy, Policy and Economic Change"	Pham T. Diem Ngoc Paraphrasing TEST 3: Wr.	
10	Huynh Trung Dung Krugman 1994	Pham T. Diem Ngoc Comparisons+ HW5: Wr.	Pham T. Diem Ngoc Summarizing	HW5 due Wednesday
11	Guest speaker	Pham T. Diem Ngoc Conditionals+Reading 5 "Misplaced Trust – A Case Study from Contemporary Banking"	Pham T. Diem Ngoc Summarizing + TEST 4: Wr.	
12	Guest speaker	Pham T. Diem Ngoc Reported Speech + TEST 5: Gram.	No Class	
13	Pham T. Diem Ngoc Test Prep	Pham T. Diem Ngoc Test Prep	No Class	
14	Pham T. Diem Ngoc Test Prep	Pham T. Diem Ngoc Test Prep	Pham T. Diem Ngoc Test Prep	
15	Pham T. Diem Ngoc Final Test			

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Teaching Team

Pham Thi Hong Van: vanpth@fetp.edu.vn

Tran Hoang Nhu Quynh: nhuquynh.nhatrang@yahoo.com

Objectives

By the end of the course, students will

- develop basic vocabulary in economics and public policy
- be familiar with reading academic articles
- be able to write short essays about public policy and a policy memo

Course Description

Class meets three times per week. One of the sessions each week (on Wednesday) is devoted to reading materials of Introduction to Public Policy and Macroeconomics classes. The purpose of this is to familiarize students with academic readings and at the same time provide a chance for students to read research materials from other courses in the program in their original language. This activity will be accompanied by one session (on Monday) to practice reading skills for public policy materials. Another session will be allocated for developing writing skills with practice in writing short essays and policy memos (on Thursday). Students will go through basic stages in the writing process, from components of written texts, developing ideas, and evaluating reliability of texts to note-making and paraphrasing. Students will use the readings on Wednesday or others to practice writing short essays and policy memos.

The purpose of these classes is to familiarize students with integrated academic reading and writing. Writing practice is supplemented with other activities in reading, listening, and speaking in economics to provide students with essential vocabulary and grammar.

The course will be complemented with **occasional sessions by FETP faculty** on specific contents in economics and public policy, such as macroeconomics, microeconomics, finance, and statistics. These occasional sessions will be on Wednesday classes (dates to be announced).

Classroom instructions will be in English.

Requirements

Students are required to attend every class, participate actively in class, and complete all homework assigned by the instructors.

Final grades are calculated as follow:

- Class participation 20%
- Homework 20%
- Policy memo 30%
- Final exam 30%

Class participation: The School's class attendance policy is applied. This is a reading/writing course so there will be a lot of in-class practice, aside from instructions. Students are expected to make the most use of their class time in terms of practicing reading and writing.

Homework: There are **five compulsory writing assignments** (in the format of a short essay) which aim to help students familiarize themselves with writing in English. Students should utilize skills learned in the course in these writing assignments. Students are encouraged to write about topics in their Introduction to Public Policy course. Topics for writing can also be given by the instructors. Students are encouraged to submit a piece of writing every week (250-500 words). The teaching team will read and provide feedbacks. Five homework assignments will be submitted on Wednesday of week 6,7,9,10 and 11.

Policy memo: By the end of the course, each student will have to submit a policy memo (3-4 pages), which is also an assignment in the Introduction to Public Policy course (in Vietnamese). The purpose of this assignment is to help student express their viewpoints, analysis and recommendations to relevant audience of public policy in English. Instructions and assistance will be given by the instructors throughout the course. Students can use their policy memos in the Introduction to Public Policy course for this assignment. This assignment will be submitted on Wednesday of week 13.

Final exam: The final exam is a TOEFL-styled test. The last two weeks of the course will be devoted to familiarizing students with the test format.

Materials for English lessons:

Main textbooks

10. Stephen Bailey, *Academic Writing – A Handbook for International Students*, Routledge
11. Advanced Language Practice, Michael Vince (2009)
12. Roberts, M. (2012), *English for Economics in Higher Education Studies*, Garnet Publishing Ltd., UK.

Supplementary references vv v

13. Longman Preparation Course for the TOEFL iBT, Deborah Phillips (2012)
14. Grammar for Business, Michael McCarthy, Jeanne McCarten, David Clark and Rachel Clark (2009)
15. *Các khái niệm cơ bản về kinh tế - Basic Economic Concepts*, Tủ sách kiến thức Saigon Times Foundation, NXB Tổng hợp TP.HCM (FETP Library)

Required readings for Monday class

Readings in Introduction to Public Policy and Macroeconomics courses and other readings as below (to be updated).

1. Edith Stokey and Richard Zeckhauser (1978). *A Primer for Policy Analysis*, New York: W.W. Norton and Company. Chapter 2. **(Stokey 1978)**
2. The Economist, “**Copper-bottomed**”, 7 Feb 2002.
3. Harvey Rosen, Ted Gayer and Abdulkadir Civan (2014), *Public Finance*, Tenth Edition, McGraw-Hill. Chapters 2 & 3. **(Rosen 2014)**
4. Joseph Stiglitz (1998). Distinguished Class on Economics in Government: “The Private Uses of Public Interests: Incentives and Institutions,” *Journal of Economic Perspectives*, Spring, 3-22. **(Stiglitz 1998)**
5. Milton and Rose Friedman (1980). *Free to Choose, A Personal Statement*, New York: Hartcourt Books. Introduction and Chapter 1: “The Power of the Market”. Also see: *Free to Choose* (1990), A TV Series by PBS, Vol. 1, [The Power of the Market](#). **(Friedman 1980)**
6. Perkins, Dwight, Steven Radelet and David Lindauer (2006). *Economics of Development*, New York: WW Norton and Company, 6th edition. Chapter 20. **(Perkins 2006)**
7. Thomas Piketty (2014). *Capital in the Twenty-First Century*, Harvard University Press. Introduction. **(Piketty 2014)**
8. Angus Maddison (2008) “The West and the Rest in the World Economy, 1000-2030,” *World Economics*, 9(4): 75-99. **(Maddison 2008)**.
9. Paul Krugman, “The Myth of Asia’s Miracle.” *Foreign Affairs*, Vol.73, Iss. 6 (1994) **(Krugman 1994)**

Useful Websites

<http://owl.english.purdue.edu>

<http://writing.wisc.edu>

<http://education-portal.com/academy/course/college-composition-writing-course.html>

Class Schedules

Week	Monday	Wednesday	Thursday	Notes
1		<i>Tran H. Nhu Quynh</i> Placement Test	<i>Huynh Trung Dung</i> Stokey 1978	
2	<i>Pham T. Hong Van</i> Academic reading skills "Copper-bottomed"	<i>Tran H. Nhu Quynh</i> <ul style="list-style-type: none"> Reading 1- "The Organization of Economics", pp.16-17 Review reading skills 	<i>Tran H. Nhu Quynh</i> Sentence structures 1 (Writing sentences about the main ideas of Public Policy reading on Monday)	
3	<i>Pham T. Hong Van</i> Rosen 2014	<i>Tran H. Nhu Quynh</i> <ul style="list-style-type: none"> Reading 2 - "Technology and Economic Change", pp. 32-33 Understanding main ideas 	<i>Tran H. Nhu Quynh</i> Sentence structures 2 (Writing more difficult sentences about Public Policy)	
4	<i>Pham T. Hong Van</i> Stiglitz 1998	<i>Tran H. Nhu Quynh</i> <ul style="list-style-type: none"> Reading 3 - "Macroeconomics but Microfinance", pp. 46-47 Understanding main ideas 	<i>Tran H. Nhu Quynh</i> Planning an essay 1 Making outlines Writing introductions and conclusions (Practice writing with Public Policy)	
5	<i>Pham T. Hong Van</i> Friedman 1980	<i>Tran H. Nhu Quynh</i> <ul style="list-style-type: none"> Reading 4 - "Microfinance: A Fair Chance for the Poor?", pp. 48-49 Understanding details 	<i>Tran H. Nhu Quynh</i> Planning an essay 2 Writing body paragraphs Quoting, paraphrasing and summarizing (Practicing with Public Policy)	
6	<i>Pham T. Hong Van</i> Perkins 2006	<i>Tran H. Nhu Quynh</i> <ul style="list-style-type: none"> Reading 5 - "Saving, Spending... Borrowing and Lending", pp. 54-55 Understanding details 	<i>Tran H. Nhu Quynh</i> Planning an essay 3 Editing and rewriting (Preparing for the homework assignment)	Homework 1 due at 8:20, Wednesday
7	<i>Pham T. Hong Van</i> Piketty 2014	<i>Tran H. Nhu Quynh</i> <ul style="list-style-type: none"> Reading 6 - "Can Economics Help the World Food Crisis and Ensure Food Security?", pp. 64-65 Summarizing 	<i>Tran H. Nhu Quynh</i> Describing graphs, charts and tables (Preparing for the homework assignment)	Homework 2 due at 8:20, Wednesday
8	No Class	No class	No class	

Week	Monday	Wednesday	Thursday	Notes
9	<i>Pham T. Hong Van</i> Maddison 2008	<i>Tran H. Nhu Quynh</i> <ul style="list-style-type: none"> Reading 7 - "The Economics of Sport", pp. 80-81 Understanding main ideas, details and summarizing 	<i>Tran H. Nhu Quynh</i> Writing an essay (Practicing with Public Policy content)	Homework 3 due at 8:20, Wednesday
10	<i>Pham T. Hong Van</i> Krugman 1994	<i>Tran H. Nhu Quynh</i> <ul style="list-style-type: none"> Reading 8 - "Labour Markets", pp.86-87 Understanding main ideas, details and summarizing 	<i>Tran H. Nhu Quynh</i> Planning a policy memo 1	Homework 4 due at 8:20, Wednesday
11	Guest speaker	<i>Tran H. Nhu Quynh</i> Reading 9 – "Misplaced Trust? A Case Study from Contemporary Banking", pp. 96-97	<i>Tran H. Nhu Quynh</i> Planning a policy memo2	Homework 5 due at 8:20, Wednesday
12	Guest speaker	<i>Tran H. Nhu Quynh</i> Reading 10 – "Reading research reports", pp. 98-99	No Class	
13	<i>Tran H. Nhu Quynh</i> Test Prep	<i>Tran H. Nhu Quynh</i> Test Prep	No Class	Policy memo due 8:20, Wednesday
14	<i>Tran H. Nhu Quynh</i> Test Prep	<i>Tran H. Nhu Quynh</i> Test Prep	<i>Tran Hoang Nhu Quynh</i> Test Prep	
15	<i>Tran H. Nhu Quynh</i> Final Test			