



University of Economics Ho Chi Minh City
FULBRIGHT ECONOMICS TEACHING PROGRAM

ENGLISH FOR PUBLIC POLICY

INTERMEDIATE AND LOWER CLASS

Spring 2013

Class Time

February 18 to May 24, 2013

Week 1-7: Monday, Wednesday, and Friday, 13:30 – 15:30

Week 8-14: Monday, Wednesday, and Friday, 13:30 – 15:00

Final exam on Friday, May 24, 2013

Teaching Team

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Objectives

By the end of the course, students will

- be able to communicate in English with confidence in everyday conversations
- be familiar with formats of academic articles
- develop basic vocabulary in economics and public policy
- be able to work in groups to create a policy memo

Course Description

Class meets three times per week. One of the sessions each week is devoted to reading materials from the Development Policy course or to developing communication skills essential for studying and working in public policy environment. The purpose of this is to familiarize students with academic readings and at the same time develop student's ability to communicate effectively.

Students will develop vocabulary in economics, management, and finance through different class activities which involve reading, writing, listening, and speaking. Because students are expected to submit a policy memo at the end of the course, a certain amount of class time will also be devoted to helping students with the process of writing and creating the memo in groups.

Although the intermediate and lower-intermediate classes share the same syllabus, instructions and text contents in the two classes will be modified to fit students' English levels and to facilitate students' learning process. Class 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%
- Mid-term exam 20%
- Final assignment 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, especially to boost their communication skills and vocabulary.

Mid-term exam: The mid-term exam is used to check students' progress. The test's contents will be based on what students have learned in class in the first six weeks. Test form TBA.

Final assignment: Students will be divided into smaller groups (4 members/group max). By the end of the course, each group will write a policy memo (1500-2000 words) in English. Students can use contents of their policy memos in the Development Policy course for this assignment.

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

Textbooks

Roberts, M. (2012), *English for Economics in Higher Education Studies*, Garnet Publishing Ltd., UK. (Economics)

Corballis, T. & Jennings, W. (2012), *English for Management Studies in Higher Education Studies*, Garnet Publishing Ltd., UK. (Management)

MacKenzie, I. (2008), *English for the Financial Sector*, Cambridge University Press, UK. (Finance)

Class Schedules

Week	Class	Monday	Wednesday	Friday	Notes
1	Inter	Richard Humphrey Management/ Finance	Thomas Claflin Economics	Richard Humphrey Guided Reading/ Integrated Skills	
	Lower	Thomas Claflin Economics	Richard Humphrey Management/ Finance	Thomas Claflin Guided Reading/ Integrated Skills	

Week	Class	Monday	Wednesday	Friday	Notes
2	Inter	<i>Thomas Claflin</i> Economics	No Class	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
	Lower	<i>Richard Humphrey</i> Management/ Finance	No Class	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
3	Inter	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
	Lower	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
4	Inter	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
	Lower	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
5	Inter	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
	Lower	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
6	Inter	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
	Lower	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
7	Inter	<i>Thomas Claflin</i> Economics	Mid-term Exam	No Class	
	Lower	<i>Richard Humphrey</i> Management/ Finance	Mid-term Exam	No Class	
8		No Class	No Class	No Class	
9	Inter	<i>Richard Humphrey</i> Management/ Finance	No Class	No Class	
	Lower	<i>Thomas Claflin</i> Economics	No Class	No Class	

Week	Class	Monday	Wednesday	Friday	Notes
10	Inter	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
	Lower	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
11	Inter	No Class	No Class	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
	Lower	No Class	No Class	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
12	Inter	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
	Lower	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
13	Inter	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Guided Reading/ Integrated Skills	
	Lower	<i>Thomas Claflin</i> Economics	<i>Richard Humphrey</i> Management/ Finance	<i>Thomas Claflin</i> Guided Reading/ Integrated Skills	
14	Inter	<i>Thomas Claflin</i> Test Prep	<i>Richard Humphrey</i> Test Prep	Final Exam	<i>Final assignment due at 8:20AM, Monday, May 20, 2013</i>
	Lower	<i>Richard Humphrey</i> Test Prep	<i>Thomas Claflin</i> Test Prep	Final Exam	