**IMBA English (Fall 2019)**

**Course Website at http://staff.ustc.edu.cn/~msherk**

**Purpose:** This course is designed to help students develop their English and communication skills for use in the context of international business and management.

**Teacher:** Dr.Murray Sherk **(**msherk@ustc.edu.cn, Management R&D Room 909a**)**

Office hours: By appointment. I’m usually free Monday afternoons and Tuesday/Thursday/Friday mornings.

**Textbook:** None. We will use handouts. Keep all handouts for later use and reference. Handouts are given in class but can also be downloaded from the course website.

**Objectives**: The course will work on English language skills that students need to function effectively using English in an international business/management environment. Students will develop their abilities to discern interesting and sensible things to say, to effectively communicate information, to understand international outlooks, and to interact in appropriate ways in a multinational setting.

**Class Policies:**

1. Attendance is required. Participation is part of your grade and many activities for which you are graded depend on your presence in class.

2. Although lessons will contain many informal aspects, international standards of behavior and politeness will be expected in class. In particular, students should be on time for classes and cell phones should be silent during class time (although phones and tablets may be used as dictionaries).

**Evaluation:**

This course will be adapted to best suit the abilities and backgrounds of the students. The grading scheme will be updated according to what we actually do in class. Currently, my plan for the grading scheme is as follows:

20%: Assignments

20%: Participation in regular class activities such as discussions (including attendance, being on time, behavior)

25%: Performance in the court case activity of Lessons 6-8: use of skills in this simulated practical situation, assignments related to the activity

35%: Final exam: Written part = 15%, Oral part = 20%

**Course Schedule:** For the latest version of the schedule, see the course webpage.

* The lessons are on Wednesday mornings (9:00-12:15) in EMBA Classroom 5.
* There will be 8 lessons plus a final exam.
	+ October 9, 16, 30, Nov 6, 13: We will look at and develop skills related to thinking, logic, discussion, basic pronunciation, presentation, culture, manners, and professionalism.
	+ November 20, 27: These two lessons will focus on a major activity: a roleplay simulating a court case. Students will play the parts of lawyers, claimants, and jury members. This roleplay will exercise the skills developed in the first five lessons.
	+ December 4: This lesson will contain an analysis of the court case and the arguments presented there. The lesson will focus on reviewing course material in preparation for the exam.
* There will be a final exam on a date (or dates) to be determined. It is composed of a 1-hour in-class written test and, later, an individual oral discussion/exam.