

# 2018 Guidelines for SILS English Programs (Spring)

- \* Lessons are conducted only in English.
- \* For the details of English I, II and III, make sure you read “Course Registration Guide 2018” (SP1: P23~26, SP2: P24~27).
  - \* English I, II and III are taught by assigned instructors/tutors on the basis of advice from the academic coordinators.
- \* Waseda University Academic Solutions Corporation is entrusted with the operation of English I and III for the School of International Liberal Studies, Waseda University (SILS) and English II for the Global Education Center, Waseda University (GEC).
- \* English I and II are automatically registered if your TOEFL ITP score in March is 549 or below and you have not applied for an exemption for English I and II.
- \* If you request to be exempted from taking English I and II in the next semester, you must achieve at least the following test score and complete the required procedures **in the SILS office** by the deadline. For the details, please check the updated information on the SILS website after the Add-Only registration period. English I and II can be exempted together, not separately.
  - ☞ TOEFL iBT 79 or above, TOEFL ITP 550 or above, TOEIC(TOEIC IP) 750 or above, IELTS 6.5 or above

---

## English programs

---

|              |   |
|--------------|---|
| English I:   | Intensive English (Listening & Reading) |
| English II:  | General Tutorial English                |
| English III: | English Academic Writing                |

1. **English I: Intensive English** (1 credit for Listening once/week and 1 credit for Reading once/week)

You are required to **attend at least 10 out of 15 lessons in each course** in order to pass the course.

①**Listening** (Offered on Thursdays)

[Class A and B: Required] Collaborative Listening (Intermediate)

Enhance students' listening skills through group work

[Class C~I: Required] Note-taking (Pre-advanced)

Develop students' effective note-taking strategies

[Class J: Required, Class X and Y: Elective] Critical Listening (Advanced)

Develop the ability to understand and analyze the content of listening material

| 2018 Spring  | 2018 Fall  |
|--|--|
| Class A and B<br>Registered in Collaborative Listening<br>(Intermediate) | a) Exempt if you achieve the minimum required test score and complete the required procedures by the deadline<br>or<br>b) Take Note-taking class (Pre-advanced)      |
| Class C~I<br>Registered in Note-taking<br>(Pre-advanced)                 | a) Exempt if you achieve the minimum required test score and complete the required procedures by the deadline<br>or<br>b) Taking Critical Listening class (Advanced) |

② **Reading** (Offered on Wednesdays or Saturdays)

[Class A and B: Required] Reading for Speed & Comprehension (Intermediate)

Develop the ability to understand English efficiently

[Class C~I: Required] Strategic Reading (Pre-advanced)

Enhance students' reading skills such as skimming and scanning

[Class J: Required, Class X and Y: Elective] Critical Reading (Advanced)

Develop the ability to critically analyze information in readings

| 2018 Spring  | 2018 Fall   |
|--|---|
| Classes A and B<br>Reading for Speed & Comprehension<br>(Intermediate) | a) Exempt if you achieve the minimum required test score and complete the required procedures by the deadline<br>or<br>b) Take Strategic Reading class (Pre-advanced) |
| Classes C~I<br>Strategic Reading<br>(Pre-advanced)                     | a) Exempt if you achieve the minimum required test score and complete the required procedures by the deadline<br>or<br>b) Take Critical Reading class (Advanced)      |

2. **English II: General Tutorial English** 4 quarters (1 quarter: 1 credit: twice/week)

General Tutorial English is an English conversation class that is scheduled twice a week for 5 weeks per quarter. Class begins between April 23 to 25. First lesson of the week will be offered on Monday, Tuesday, or Wednesday and the second lesson of the week will be offered on Thursday, Friday or Saturday. Please read <2018 Guide to General Tutorial English  $\alpha \cdot \beta$  <Quarter system> > for details. If you are exempted from taking English II but still wish to take the course, please register for either the Advanced or Advanced Plus level of General Tutorial English offered by Global Education Center. If you register for the Advanced or Advanced Plus level in the first two semesters after entering University, you don't have to pay the course enrollment fee. **Be aware that General Tutorial English for the spring quarter (lesson period: April 23 – June 2) can only be registered for during the 1<sup>st</sup> course registration period.** If you plan to take the course for 4 quarters, please register the Advanced level in the spring and summer quarters, and the Advanced Plus level in the fall and winter quarters.

Refer to: 2018 Guide to General Tutorial English  $\alpha \cdot \beta$  <Quarter system>

3. **English III: English Academic Writing** (2 credits: twice/week (Level 1), 1 credit: once/week (Level 2 and 3))

This class is designed to develop your academic writing skills. In order to pass the course, you need to meet the following requirements.

Level 1: **Attend at least 20 out of 30 lessons and submit 4 out of 5 assignments**

Level 2: **Attend at least 10 out of 15 lessons and submit 4 out of 5 assignments**

Level 3: **Attend at least 10 out of 15 lessons and submit 4 out of 6 assignments**

| 2018 Spring                               | 2018 Fall |
|---|-----------|
| (1) Level 1 (class W-01~W-11)             | Level 2   |
| (2) Level 2 (class W-12~W-26)             | Level 3   |
| (3) Level 3 (class W-27~W-39, W-98, W-99) | -----     |

※Levels for Academic Writing are based on the result of the English placement test and the Short Questionnaire in March. Therefore, those who scored high in TOEFL ITP can still be in a Level 1 or Level 2 class. Please also note that English Academic Writing is compulsory and you will never be exempted from taking this course even if you have achieved the specified test score.

---

## Submitting assignments for English I and III

---

※Regarding the assignment submission for English II, please read <2018 Guide to General Tutorial English  $\alpha$  ·  $\beta$  <Quarter system> >.

### 【Submitting assignments online】

For the English I and III classes, you are required to submit the assignments via Course N@vi. Please open your class page on Course N@vi and read how to submit your tasks under the Student's Guide section for the instruction.

### 【Submitting late work】

#### (1) Assignments with grades

2 points are deducted each day (to a maximum of 30 points) after the deadline. If your assignment will be submitted late, you can request an extension by email to your instructor before the deadline. An extension is official only when your instructor replies by email with his/her approval. After you submit the late work on Course N@vi, make sure you also send an email to your instructor stating that your work has been submitted. Your work will not be accepted if it is submitted later than the final deadline, or the final lesson day without your instructor's approval.

#### (2) The first draft of English Academic Writing essays

The first draft of essay assignments are not graded, but instructors provide feedback – submitting a first draft late means instructors are not obliged to give feedback, so submit assignments on time.

---

## Lesson Schedule

---

- English I and III lessons start on **Friday, April 6.**
- Your class of English II is announced on **Monday evening, April 17.**
- English II lessons start on **Monday, April 23.**

---

## Contact Information

---

If you have a question, please contact one of the following. Remember to write the subject of the email, your name, class number or name, and your ID number when you are sending a message.

|                         |  |
|-------------------------|--|
| About English I and III | Talk to your instructor after the lesson or contact him/her by email. You can find your instructor's email address on “お知らせ”(information) of your class page on Course N@vi. Please note the SILS office does not answer your questions about English I and III. |
| About English II        | Please use the contact form <a href="https://www.w-as.jp/gogaku/contact/">https://www.w-as.jp/gogaku/contact/</a> .  |
| About Course N@vi       | Contact <a href="mailto:coursenavi-help@list.waseda.jp">coursenavi-help@list.waseda.jp</a> by email.   |
| Any other inquiries     | Contact <a href="mailto:eap@w-as.jp">eap@w-as.jp</a> by email or visit Waseda University Academic Solutions Corporation (Building 29, Room 601).   |

## Textbooks for English Courses, 2018 Spring Semester

Please confirm your class and the textbooks you need, and then purchase the textbooks at the Co-op booth in front of Building 17 before the classes start.

### ① English I Intensive English – Listening

※For Class A and B, you don't need to purchase the Listening textbook.

| ✓CHECK | CLASS   | TEXTBOOK  | PRICE(incl. tax) | PUBLISHER |
|--------|---------|---|------------------|-----------|
|        | C~I     | Understanding Lectures: Effective Note-taking Strategies, 3rd Edition | ¥2,160           | WAS       |
|        | J, X, Y | Consider the Issues, 4th Edition                                      | ¥3,715           | Longman   |

### English I Intensive English - Reading

| ✓CHECK | CLASS   | TEXTBOOK                                   | PRICE(incl. tax) | PUBLISHER        |
|--------|---------|--|------------------|------------------|
|        | A, B    | Select Readings: 2nd Edition, Intermediate | ¥2,571           | Oxford           |
|        | C~I     | More Reading Power, 3rd Edition            | ¥3,477           | Longman          |
|        | J, X, Y | Topics for Today 5, 4th Edition            | ¥3,218           | Cengage Learning |

### ② English II General Tutorial English

※Please purchase the textbook after your class is fixed (after April 17).

| ✓CHECK | CLASS | TEXTBOOK  | PRICE   | PUBLISHER |
|--------|-------|---|---------|-----------|
|        | 初級    | Reach Out Basic (2nd Edition) $\alpha$ / $\beta$            | 各¥1,080 | WAS       |
|        | 準中級   | Reach Out Pre-Intermediate (2nd Edition) $\alpha$ / $\beta$ | 各¥1,080 | WAS       |
|        | 中級    | Reach Out Intermediate (2nd Edition) $\alpha$ / $\beta$     | 各¥1,080 | WAS       |
|        | 準上級   | Reach Out Pre-Advanced (2nd Edition) $\alpha$ / $\beta$     | 各¥1,080 | WAS       |
|        | 上級    | Reach Out Advanced (2nd Edition) $\alpha$ / $\beta$         | 各¥1,080 | WAS       |
|        | 上級プラス | Reach Out Advanced Plus (2nd Edition) $\alpha$ / $\beta$    | 各¥1,080 | WAS       |

※The  $\alpha$  textbook is for the spring quarter (from April 23 to June 2). You also need to purchase the  $\beta$  textbook for the summer quarter (from June 11 to July 14).

### ③ English III English Academic Writing

| ✓CHECK | CLASS                 | TEXTBOOK                  | PRICE(incl. tax) | PUBLISHER                  |
|--------|-----------------------|---------------------------|------------------|----------------------------|
|        | W-01~W-11             | Academic Writing Skills 1 | ¥2,884           | Cambridge University Press |
|        | W-12~W-26             | Academic Writing Skills 2 | ¥2,884           | Cambridge University Press |
|        | W-27~W-39, W-98, W-99 | Academic Writing Skills 3 | ¥2,884           | Cambridge University Press |