

**SYLLABUS**  
**PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH**  
**(E-PMP)**

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

**1. GENERAL INFORMATION**

- *Course title (Vietnamese):* **Tiếng Anh bổ trợ 3**
- *Course title (English):* **General English 3**
- *Course code:* **EPMP\_BT3**
- *Knowledge group:* **Supporting trainings**
- *Credit:* **9**
- *Prerequisite courses:* **No**

**2. THE DEPARTMENT IN CHARGE: Social Management**

**3. DESCRIPTION**

This is the third course designed for first year E-PMP students at the National Economics University, with English at an intermediate level. The course lasts 4 weeks, equal to 80 hours of study. Class five times a week in the summer.

**4. REFERENCES**

Anneli Williams (2011), Vocabulary for IELTS

Cotton, D. Falvey, D. & Kent, S. 2006. Market Leader- New Edition- Intermediate- Coursebook. Longman.

Great Writing 4 –Great Essays, Keith S. Folse, April Muchmore-Vokoun and Elena Vestri Solomon, National Geographic Learning.

Sam McCarter (2014), Academic Writing Practice for IELTS

Stephen Slater – Donna Millen – Pat Tyrie (2003), IELTS on Track

**5. COURSE OBJECTIVES :**

<b>Goal (Gx)</b>	<b>Description</b>	<b>PLO</b>	<b>Level</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>

G2 (Skill)	Have the skills to use and explain vocabulary at a high level, have skills to implement tactics and test confidently, present logical speeches, read long paragraphs, write essay structures, listen Lectures are in English, having skills in IELTS exam format.	KN5	3
G3 (Level of autonomy and responsibility)	Become a global citizen, have professional standards of conduct.	NLTC1	4

#### 6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G2 (Skill)	CLO1.1	Have high skills in using and interpreting vocabulary	3
	CLO1.2	Have skills to execute tactics and take the test confidently	3
	CLO1.3	Have skills in presenting logical speeches, reading comprehension of long paragraphs, writing essay structure, and listening to lectures in English.	3
	CLO1.4	Have skills in doing the IELTS test formats.	3
G3 (Level of autonomy and responsibility)	CLO2.1	Become a global citizen.	4
	CLO2.2	Have professional standards of conduct.	4

#### 7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process	Assessments are based on attendance and the	From week 1 to week 4	CLO1.1C LO1.2 CLO1.3 CLO2.2	- Full class participation level. - The level of lesson preparation from home	10%

	degree of positivity in constructing statements			(fully, thoroughly) - Level of participation in answering lecturers' questions (number of times and quality of answers) - Level of participation in questioning with lectures of lecturers (number of times and question quality)	
Mid-term evaluation		Week 2 to week 4	CLO1.1, CLO1.2, CLO1.3, CLO2.2,	The level of individual homework completion (on time, the quality of the assignment is associated with the level of knowledge, skills, and capacity to be autonomous and responsible for the learning outcomes of the module) - The level of completion of group assignments, presentations (on time, quality of content and presentations, response to questions of lecturers and classes is associated with the level of knowledge, skills, and autonomy capacity responsibilities of module outcomes).	Midterm exam: 20% Individual exercise: 20%
End-of-term evaluation		Week 5	CLO1.1, CLO1.2, CLO1.3, CLO1.4, CLO2.1,	The level of completion of the final personal essay test (the quality of the exam is linked to the level of knowledge, skills and	50%

			CLO2.2,	ability to take autonomy and take responsibility of the course outcome standards)	
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### 8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	Session 1 Introduction to the course Listening for IELTS Overview Sections 1 & 2 Speaking for IELTS Overview Parts 1 & 2 Session 2 Reading for IELTS ○ Overview Question Types 1,2, 3, 4 Writing for IELTS ○ Overview Writing Task 2 Session 3 Business English: Market Leaders - Unit 8 Session 4 Listening for IELTS: Sections 1 & 2 Speaking for IELTS: Parts 1 & 2 Session 5 Reading for IELTS:	CLO1.1, CLO1.2, CLO1.3, CLO2.2,	<b>Study at home:</b> Read materials at home in advance <b>Teaching and learning in class</b> Lecture: 3 sessions Discussion (group discussion and class discussion): 1 session	Evaluate the learning process, attitude, level of initiative and positivity in learning 10% Homework: 10%

	Question Types 5, 6, 7, 8 Writing for IELTS: Writing Task 2			
2	<p>Session 1</p> <p>Listening for IELTS: Sections 3 &amp;4</p> <p>Speaking for IELTS: Parts 1 &amp;2</p> <p>Session 2</p> <p>Reading for IELTS: Question Types 9, 10, 11, 12</p> <p>Writing for IELTS: Writing Task 2</p> <p>Session 3</p> <p>Business English: Market Leaders - Unit 9</p> <p>Session 4</p> <p>Listening for IELTS: Sections 3 &amp;4 + MID- TERM TEST 1</p> <p>Speaking for IELTS: Parts 1 &amp;2 + MID-TERM TEST 1</p> <p>Session 5</p> <p>Reading for IELTS: Practice Exercises: MID- TERM TEST 1</p> <p>Writing for IELTS: Writing Task 2 – MID- TERM TEST</p> <p>Bài giữa kỳ</p>	CLO1.1, CLO1.2, CLO1.3, CLO2.2,	<p><b>Study at home:</b> pre-study materials of week 2</p> <p><b>Teaching and learning in class:</b> Lecture: 3 sessions Examination: 1 session</p>	<p>- <i>Personal exercises:</i> 20%</p> <p>- <i>Group exercises, presentations:</i> 20%</p>
3	<p>Session 1</p> <p>Listening for IELTS:</p>	CLO1.1, CLO1.2, CLO1.3,	<p><b>Study at home:</b> pre-study materials of week</p>	

	<p>Sections 3 &amp;4</p> <p>Speaking for IELTS: Part 3</p> <p>Session 2</p> <p>Reading for IELTS: Practice Exercises</p> <p>Writing for IELTS: Writing Task 1</p> <p>Session 3</p> <p>Business English: Market Leaders - Unit 10</p> <p>Session 4</p> <p>Listening for IELTS: Sections 3 &amp;4</p> <p>Speaking for IELTS: Part 3</p> <p>Session 5</p> <p>Reading for IELTS: Practice Exercises</p> <p>Writing for IELTS: Writing Task 1</p>	CLO2.2,	3	<p><b>Teaching and learning in class:</b></p> <p>Lecture: 3 sessions</p>
4	<p>Session 1</p> <p>Listening for IELTS: Sections 3 &amp;4</p> <p>Speaking for IELTS: Part 3</p> <p>Session 2</p> <p>Reading for IELTS: Practice Exercises</p> <p>Writing for IELTS: Writing Task 2</p> <p>Session 3</p> <p>Business English: Market Leaders - Consolidation</p>	CLO1.1, CLO1.2, CLO1.3, CLO2.2,		<p><b>Study at home:</b></p> <p>pre-study materials of week 4</p> <p><b>Teaching and learning in class:</b></p> <p>Lecture: 3 sessions</p> <p>Examination: 1 session</p>

	<p>Session 4</p> <p>Listening for IELTS: Practice Test – MID-TERM TEST 2</p> <p>Speaking for IELTS: Part 3 - MID-TERM TEST 2</p> <p>Session 5</p> <p>Reading for IELTS: Practice Exercises - MID-TERM TEST 2</p> <p>Writing for IELTS: Writing Task 1 - MID-TERM TEST</p>			
	Final Exam	CLO1.1, CLO1.2, CLO1.3, CLO1.4, CLO2.1, CLO2.2,	Testing in the IELTS format	50%

## 9. COURSE REQUIREMENT

### 9.1. Rules of class participation

- Students are responsible for attending all classes. In case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Students who absent more than 20% of the lessons of the subject will be considered as incomplete the course and have to enroll again.

- Students who submit individual and group assignments later than the deadline given by the instructors will receive a score of 0 for that assignment.

- Regarding the discussion between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the module, teaching and learning methods, teaching materials. Lecturers also encourage students to give feedback about the forms, methods and contents of the tests, and final study evaluation. Students can communicate with lecturers in class, during office hours or via email. The valuable student feedback contributes to improve the teaching and learning quality of the module.

## **9.2. Rules of classroom behavior**

- The module is conducted on the principle of respect for learners and teachers. All acts that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures in class through discussions with teachers (answer and ask questions) and group discussions, presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Absolutely not make noise, affect others in the learning process.

- Absolutely not eat, drink, chew gum, use devices such as phones, music players during class.

- Laptops and tablets are only used for the purpose of recording lectures, calculating for lectures, exercises, absolutely not used for other purposes.

*Hanoi, Date    Month    Year 20*

**DEAN OF FACULTY**

**(Signed)**

**PRINCIPAL**

**(Signed)**