****ITA Task 5 Practice: The Syllabus Task**

**Practice:** Give a comprehensible 2 ½- to 3-minute presentation of an outline of a syllabus to the class.

**Purpose:** Practice using the language of introducing a syllabus. Use everyday, natural expressions. Show your communicative competence.

**Preparation:**

**Part 1: Create a syllabus outline (see example at end of packet).**

**Part 2: Practice the language that you will use to present.**

**Part 3: Present your syllabus introduction**

***Parts To Include:***

1. **Self Introduction:** Tell the students your name, what you would like to be called in class, something about your background, and perhaps how you are specially prepared to teach this course.
2. **Course Information:**

* Course name and number
* Days and times the course will meet
* Textbook(s)
* TA’s office, email, and office hours
* Grading
* Tests
* Other course information

1. **Closing:** Say something to make the students feel like the class will be interesting and/or enjoyable. Perhaps add something about the difficulty of the course or your role as the TA/instructor (For example, how much can they depend on you for assistance?).

**Sample Syllabus Task Outline:**

**Course: *PHY 117M, Experimental Physics***

**Meeting place, times, and dates:**

*RLM 8.210, Monday, 5:00-8:00pm*

**Teaching Assistant:** (you)

**Office, Email Address, Office Hours:**

*RLM 10.208,* [*\_\_\_\_\_\_\_\_\_\_\_\_\_\_@utexas.edu*](mailto:______________@utexas.edu)*, Monday 10:00-12:00*

**Textbooks/Materials:**

*PHY117M manual, at Co-op*

**Grading :**

Homework = 10%

Test 1 = 15%

Test 2 = 15%

Midterm = 20%

Final = 40%

**Midterm:** March 13

**Final:** May 10

**Outline for you to fill in**

**Course:**

**Meeting place, times, and dates:**

**Teaching Assistant: (you)**

**Office, Email Address, Office Hours:**

**Textbooks/Materials:**

**Grading :**

**Midterm:**

**Final:**

**Other:**

***How to Sound More Like a Native English Speaker on the Syllabus Task***

***Overall, if you use less formal language, you will sound more like a native speaker:***

Ex: (formal) I will introduce the exams to you🡪 (less formal) Let’s take a look at the exams.

1. Use contractions and reductions – **I’m**. I**’d** like to. **Let’s**. **We’re** going to/**We’re gonna**/ I **wanna /** You **hafta**
2. Use inclusive language **we/our/let’s**.
3. Use phrasal verbs –submit🡪**turn in**; review🡪**go over**; examine🡪**look at**
4. Omit unnecessary repetition of terms.
   1. Omit **AM or PM**, if the time is not confusing.
   2. Omit the word **building**, if the students know it is a building.
   3. Don’t need to repeat the word **exam** or **test if you just used it**. Just say “one” or omit the noun, e.g., We’re gonna have 3 exams this semester. Our first exam is/will be on . . . .The second (one) is/will be on . . . and third is/will be on . . .
5. Use less-formal words.

contributes🡪**is worth**

Send me an email🡪**Shoot me** an email

If you are unable to attend🡪**If you can’t make it**,

You must🡪 **need** to, have to (**hafta**)

1. Be careful about prepositions, in, on, at, from--to, between – and, plurals.

**On** Thursday

**On** December fifth🡪 Dec 5

**From** 3 **to** 4

Between 10 **and** 12

1. If your office hour is longer than one hour, even 1 ½, say the plural and use “are.”

My office hour**s** are from 10 to 11:30

1. Say ordinal numbers for dates <https://www.youtube.com/watch?v=x3dLxhIkv6c>

February **first**

March **thirtieth**

April **twenty third**

May **sixth**

1. It’s okay to use the present tense to talk about the future here (since it’s a plan). You can use both present and future.

**Example Syllabus Script: It’s just an example to give you the flavor; please don’t memorize this one!**

Good morning, everyone. Welcome to ESL 389T!

I’m Marisa Jones, and I’ll be your TA for this course.

I’m a second year grad student in the Department of Education. Please just call me Marisa.

We’re gonna start today by going over the course description.

As you can see, our class meets on Tuesdays and Thursdays from two to three thirty in RLP zero point one two oh.

You can see my email listed below that (or On the syllabus, you can see my email, m jones at utexas dot e d u).

My office hours are on Wednesday from five thirty to seven in CBA four point one three six.

Please come see me if you have any questions about our class.

If you can’t come during my office hours, you can always email me. I’ll try to respond to you within 24 hours (or I’ll get back to you by the next day).

Okay, let’s take a look at our textbook for this class. It’s called Graduate Student Communication. You can see the authors listed there. Their names are pretty long, so I’m not even gonna try to pronounce them.

We’re gonna be using the fourth edition this semester. If you decide not to buy our textbook at the Co-op, be sure to get the fourth edition. And if you order from Amazon, make sure you use Amazon Prime. If you don’t get it on Prime, sometimes it takes weeks for it to arrive—which is definitely NOT okay.

You probably want to know how you’re gonna be graded this semester, so let’s take a look at that.

As you can see, we’re gonna have 3 big exams this semester. The first is gonna be on February twentieth, the second is on March tenth, and the last one is the final exam, which is on May eighth. The first two exams are each worth fifteen percent, and the final exam is thirty percent of your final grade. So all together, they’re gonna count for sixty percent of your grade. The other forty percent is going to be weekly homework and presentations.

I’m really looking forward to working with you this semester! You’ll have to work hard in this class, but I promise that you’re gonna learn a lot.