

Practical English 2



Course overview



Course Expectations



PE2 is a college level course and has a strong emphasis on gaining 21st century skills. Therefore, it is your responsibility to work towards these skills over the course:

- Independent, self-motivated learning
- High level of organisation (time and materials)
- High level of technology and internet literacy
- Emotional control in stressful situations
- Constructive self & peer evaluation
- High level of communication skills, including pronunciation, intonation, emphasis, gestures, eye contact etc.

Additionally, you are not allowed to use any language but English during the lessons, even between students.

Course Projects



This year you will complete 4 speaking projects

1. University Entrance/Job Style Interview
2. Formal Speech (5 minute persuasive speech about a social issue you are passionate about)
3. Ignite Talk (20 slide, 5 minute presentation)
4. English Manzai (2 person comedy skit)

21st Century Skills



skill 1

Organising your time & creating your own schedule

Organising your own time



An important part of being a college student or having a job is the ability to decide your own schedule, organise your time effectively, and to stay on target.

This will take some practice as it can be hard to predict how long it will take you to do certain tasks. It is important that you analyse your own work style to learn how long it takes you to do certain tasks.

Everyone has their own pace, so it is normal to be slower or quicker than other people for different things.

Organising your own time



Don't Panic!

Over the course, we will teach you the skills needed and you will slowly become more independent. The first project is still very structured, but as we progress, you will start planning your own time in lessons and at home.

It is important that you work hard to plan and follow your schedules, as it can be very easy to fall behind, or to spend too long on one part of a project. This will make it much harder for you to complete all parts of the project successfully.

Organising your own time



This is especially important now, while you are working from home, so that you can keep a good structure to your days and work through all your homework efficiently.

Organising your own time



Every person has their own style for organising their time.

Some people like to use technology, so they can access it from any device or computer. Others prefer to have a physical planner which they carry with them everywhere.

The important thing is to find what works best for you, so over this course we will practice using a few different styles.

Your first task...



For this first project, we will use a digital time management system.

Although there are many many different apps (and later you can try different ones to find one that suits you), for this project we will be using Google Calendar.

This has the advantage that you can share it with other people, including your teachers, so that we can help you set it up successfully.

Step 1...



If you are on a mobile device (smartphone, tablet) you will need to download the Google Calendar app from the app store/ play store.

If you are on desktop (computer/laptop) you should go to the google calendar webpage

Log in with your professional email.

Remember it is important to be independent. That means you should research how to use and set-up calendars for yourself. If you are still having problems after researching, then you can ask the teachers for help.

Step 2...



Input your work for the week into your calendar.

Think about which day you will do each subject and for how long you will work on it. Think about each different class you take and the work you have for it. Try to be honest with yourself. If something will take 15 minutes, put in a 15 minute block, but if it will take 3 hours, put it in as 3 hours.

You should also think about your individual style of work. Do you prefer to do tasks one at a time, and work on only one task until it is complete? Do you prefer to spend only 30 minutes on each task and change tasks frequently, even if you haven't finished them? Make sure your google calendar reflects this.

Step 3.1



Share your calendar with the teachers.

On mobile, you cannot share your calendar via the app.

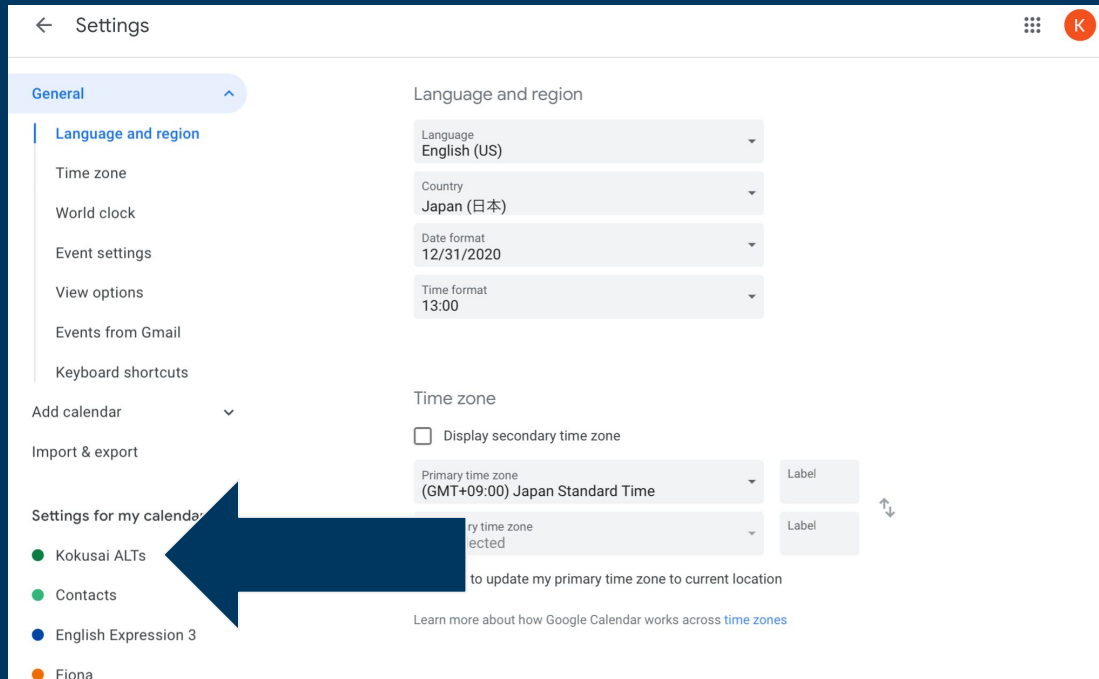
Instead, please open your browser (safari, chrome etc) and go to this website and sign in:

calendar.google.com/calendar/r/settings

Step 3.2



It should take you to this page:

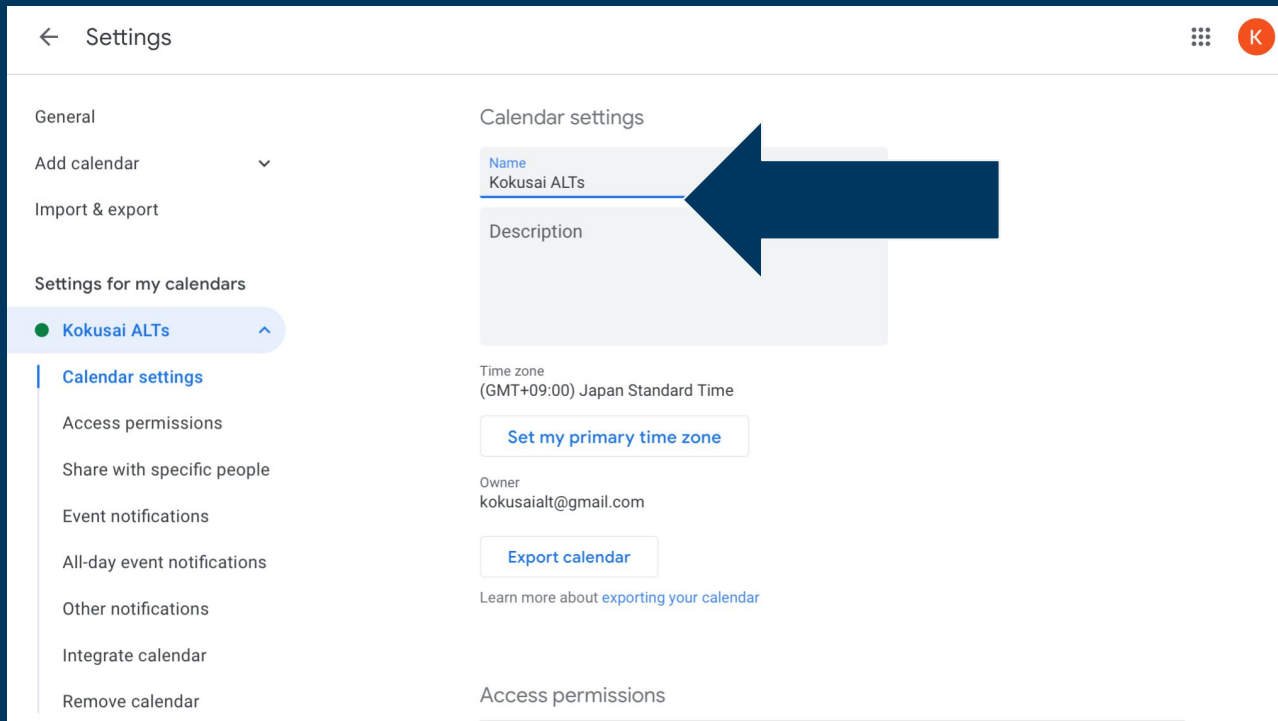


Click on your name to access settings for your main calendar (for this account it is called kokusai alts)

Step 3.3



Your page should now look like this:

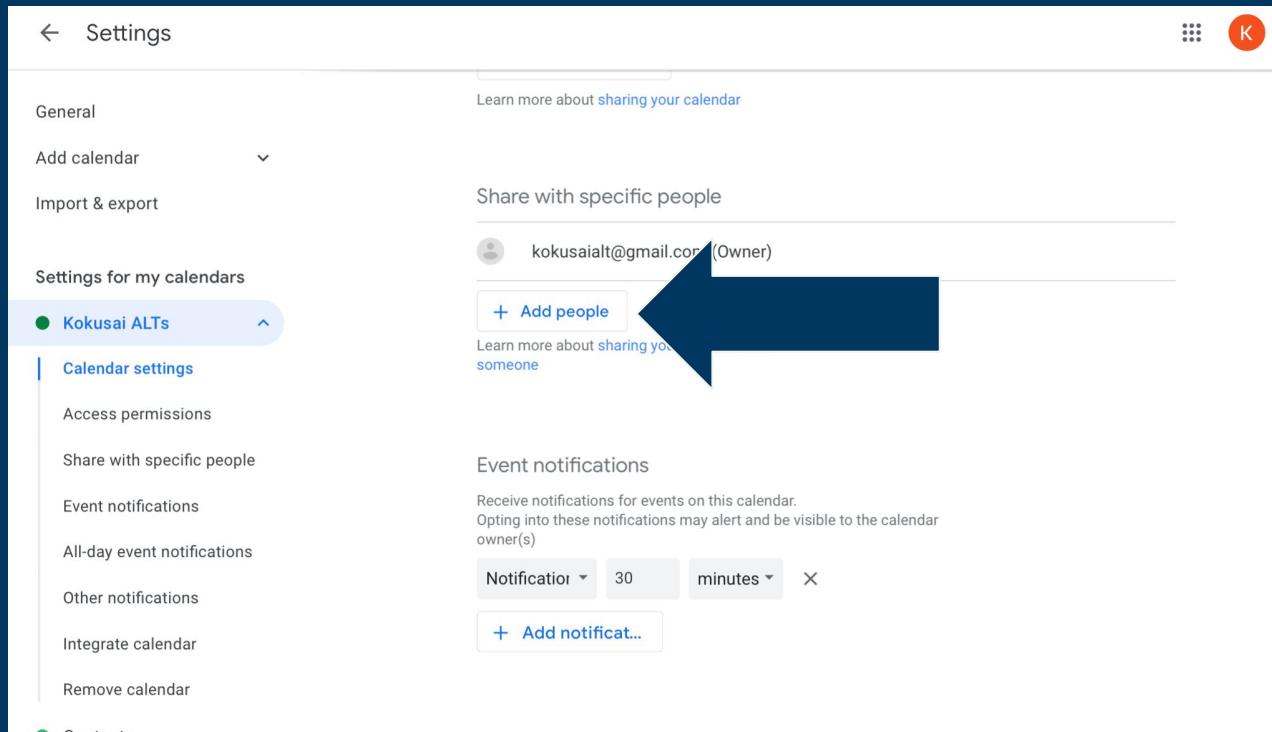


If your name is written in kanji, if possible, please change it to romaji (You probably can't if you are on smartphone)

Step 3.4



Scroll down the page until you see the sharing settings



Click add people and add submit.kokusai@gmail.com

Step 3.5



Finally, hit send, and the teachers should be able to see your calendar.

The screenshot shows the 'Settings' page for a calendar named 'Kokusai ALTs'. The 'Share with specific people' section is active, displaying a dialog box with the following details:

- Share with specific people**
- Email:
- Permissions:
- Buttons:

A large blue arrow points to the 'Send' button. The background settings are dimmed, showing options like 'Access permissions', 'Event notifications', and 'Notification' (set to 30 minutes).

Project 1



Interviews!

Interviews



Soon you will start applying to university or to a job
This can be a terrifying and overwhelming process, so
in this project you will learn each step of the process.

- Researching your universities deeply
- Predicting questions you will be asked
- Preparing answers to common questions
- Practicing answering questions in an interview situation
- Analysing and improving our own answers and behaviour

Interviews



Last week, you had to research different universities and decide on 3 you liked best.

In the interview you will need to know specific details about the university and course, and what makes it unique, better or more interesting to you than the other universities.

“I can study English here” is not specific enough.

Review your own research from last week. If it is not detailed enough, improve your work and find more specific details.

To Review



This week you should:

- **review your research from last week**
- **Improve the detail level of your notes about each university**
- **complete your schedule for the week using google calendar**
- **Try to solve any problems you find by researching independently**
 - **Share your calendar with submit.kokusai@gmail.com**