

## Level 1- Everyday English

### Course Description

Do you want to build your confidence in speaking English and want the flexibility of a virtual English class? Then this is the class for you!

*Level 1 Everyday English* is a 16-week class that helps you practice your conversational English skills and learn how to take a virtual English class. It covers introductory English topics, such as using the present tense, and how to talk about your job, order food at restaurants, and go shopping. This class will help you strengthen your English skills so that you feel confident participating in conversations both in live sessions and outside of class. You will participate in one virtual class and one group tutoring session a week. This is the perfect class for beginning English students who want to build confidence and practice speaking!

### Course Learning Outcomes:

By the end of the 16-week course, you will be able to

- Build confidence speaking English and participating in Live Sessions;
- Increase understanding of grammar and vocabulary for everyday life;
- Practice speaking and writing in full sentences in the present tense.

### Course Overview & Structure:

Below is a basic overview of the 16-week course, which is divided into 12 units and 4 Review Quiz weeks. Each unit will include grammar and vocabulary lessons in your workbook. You will have one class session and one tutoring session each week, where you will practice these lessons in conversations with your instructor and classmates.

### Units and competencies include:

Unit	Competencies
<b>Week 1: What do you do?</b>	By the end of the unit, you will be able to... <ul style="list-style-type: none"> <li>• Introduce yourself to your classmates and teacher;</li> <li>• use greetings and goodbyes;</li> </ul>

	<ul style="list-style-type: none"> <li>• use regular present tense verbs in speaking and writing;</li> <li>• talk about what you do for a living.</li> </ul>
<b>Week 2: Third person</b>	<p>By the end of the unit, you will be able to...</p> <ul style="list-style-type: none"> <li>• use present tense verbs and use the 3rd person 's';</li> <li>• talk about what other people do;</li> <li>• ask and answer common conversation topic questions.</li> </ul>
<b>Week 3: Eating out</b>	<p>By the end of the unit, you will be able to...</p> <ul style="list-style-type: none"> <li>• use vocabulary related to restaurants and food;</li> <li>• use regular verb conjugations in present tense;</li> <li>• have conversations at a restaurant.</li> </ul>
<b>Week 4: Review Quiz 1</b>	<p>This week will be a one-on-one speaking activity to review lessons 1-3. You will be graded on a practice conversation with your instructor.</p>
<b>Week 5: The grocery store</b>	<p>By the end of the unit, you will be able to...</p> <ul style="list-style-type: none"> <li>• use vocabulary related to shopping and the grocery store;</li> <li>• use plural nouns correctly in speaking and writing;</li> <li>• distinguish between countable and uncountable nouns.</li> </ul>
<b>Week 6: The gas station</b>	<p>By the end of the unit, you will be able to...</p> <ul style="list-style-type: none"> <li>• use common irregular plural nouns;</li> <li>• talk about cost and ask for prices of items;</li> <li>• use vocabulary related to numbers and clothing.</li> </ul>
<b>Week 7: The clothing store</b>	<p>By the end of the unit, you will be able to...</p> <ul style="list-style-type: none"> <li>• use common vocabulary for shopping;</li> <li>• review present tense verbs;</li> <li>• review grammar topics from previous lessons.</li> </ul>
<b>Week 8: Review Quiz 2</b>	<p>This week will be a one-on-one speaking activity to review weeks 5-7 You will be graded on a practice conversation with your instructor.</p>
<b>Week 9: Introduction to level 3</b>	<p>By the end of the unit, you will be able to...</p> <ul style="list-style-type: none"> <li>• review culture and vocabulary related to introductions;</li> <li>• talk about what you like to do;</li> <li>• use possessive adjectives;</li> </ul>
<b>Week 10: What is your profession?</b>	<p>By the end of the unit, you will be able to...</p> <ul style="list-style-type: none"> <li>• use 'be' with contractions';</li> <li>• use 'be' in the negative form;</li> <li>• understand different uses of 'be' and 'tener'.</li> </ul>

<b>Week 11: Making questions with 'Be'</b>	By the end of the unit, you will be able to... <ul style="list-style-type: none"> <li>• form questions using 'be';</li> <li>• use vocabulary related to personality descriptions;</li> <li>• use 'be' with professions</li> </ul>
<b>Week 12: Review Quiz 3</b>	This week will be a one-on-one speaking activity to review weeks 9-11. You will be graded on a practice conversation with your instructor.
<b>Week 13: Describing Personalities</b>	By the end of the unit, you will be able to... <ul style="list-style-type: none"> <li>• describe your personality;</li> <li>• form negative and positive questions using 'be';</li> <li>• use common phone vocabulary and phrases to talk on the phone.</li> </ul>
<b>Week 14: Money in the USA</b>	By the end of the unit, you will be able to... <ul style="list-style-type: none"> <li>• talk about money;</li> <li>• use common slang phrases about money;</li> <li>• review 'have' and possessive adjectives.</li> </ul>
<b>Week 15: How is the weather?</b>	By the end of the unit, you will be able to... <ul style="list-style-type: none"> <li>• use 'let' in speaking;</li> <li>• talk about weather and geography;</li> <li>• talk about complete dates.</li> </ul>
<b>Week 16: Final Review Quiz</b>	This week will be a one-on-one speaking activity to review weeks 1-15 You will be graded on a practice conversation with your instructor.

### Contact Hours:

All activities and assignments in this course are designed to help you achieve mastery of the learning objectives. The exact number of hours you spend will vary, depending on the week and your working style. However, you can expect to spend approximately 3-4 hours each week on your coursework, including a mandatory 60-minute weekly live session.

Given the intensive time commitment, we have designed the class experience so you can learn anytime, anywhere. Moreover, you can communicate with your instructor and coach via email, text, or phone. We have found that students who get the most out of our courses are often those who invest the most energy into the learning experience and continually reflect on their progress.

## Guild Learning Model:

We believe that everyone can be successful in the online learning setting. Because courses are not individualized for each student, each student must come prepared with the tools to navigate his or her own learning.

This course will adhere to the following core Guild principles:

- **Our classes are competency-based.** You don't receive credit because of the hours of seat time spent in class or online—credit is about demonstrating mastery of the skills, theories, and knowledge (we call these learning outcomes).
- **We are learner-centric.** We will engage you in the hard and messy work of learning - you and your peers are responsible for bringing your attitude, curiosity, and knowledge to the learning experience. We offer opportunities for you to collaborate with peers and instructors, reflect on your own learning achievements, share your experience and knowledge, and identify what you need to accomplish to make the most of your education.
- **We all learn best by doing.** We think it is important to understand both the theory and application of each learning topic. Experimentation, action, feedback, and reflection are at the core of every learning experience with Guild. Unlike many passive learning experiences, you will be an active participant and much of your learning will happen in a tactical way—with tools, approaches, and habits you can apply in your work tomorrow.
- **Practice is the backbone of success.** Keep at it. Practice is the core of the Guild learning experience. Sometimes you will fail, and that's okay - in fact, it's celebrated! Our classrooms are learning laboratories where you can try new behaviors, be uncomfortable, learn and grow. We will push you to try new things and support you as you learn along the way.
- **Feedback makes us better.** In fact, it's a gift. Practice can only make perfect when we get feedback on how to improve. At Guild, you'll give and receive feedback on a regular basis to help you learn and grow.
- **Reflection is need-to-have, not nice-to-have.** Reflection is the digestion process of practice and feedback - when you get to take time for internal growth and goal setting. On a regular basis, we will ask you to reflect on experiences, internalize your learning, and set goals for the next opportunity to practice.

- **Community matters - we have each other's backs.** To support a safe learning laboratory for the Guild community, we expect all Guild members to treat each other with the utmost respect and a shared appreciation for the role we all play in one another's learning experiences.

## What You Can Expect from Guild

### Wrap-Around Support

You will have support from your personal coach and a lead instructor; both are committed to your success.

Your coach's purpose is to help you learn and move forward in the course. We know that balancing work and academics is not easy, and your coach is here to help you along the way. From setting your academic goals early on to monitoring progress to tackling external challenges, your coach is available for you in a one-on-one setting. As such, you can communicate with your coach through whatever means works best for you-- whether it's text, email, video or phone.

The lead instructor of the course is responsible for delivering content and making sure it is both relevant and up-to-date. Instructors also review and provide feedback on your course work and unit assessments. Because we believe that feedback is a gift and it should be provided in a timely manner, you can expect your instructor to provide detailed feedback on your assessments. You will have opportunities to revise and resubmit assignments if needed.

Through forums and groups, you can connect with other members of the program. While you can discuss the curriculum and assignments, it is also a place to offer and seek support and develop relationships with other Guild students. Just because you are not sitting in class with a professor and other students does not mean you will go this process alone. In fact, we believe the opposite is true-- you will go with many.

### Clear Expectations and Grading Policies

We want to make your job as a student as transparent and easy to follow as possible. As such, the grading and structure look the same each unit:

- Work through content - including online course materials and assignments aligned to the unit learning outcomes
- Attend the live-session
- Complete a Unit Assessment to demonstrate mastery of the unit learning outcomes

Unit Assessments vary by unit, - tests, projects, presentations, and groups collaborations, but all are used to measure your knowledge. If you do not pass the Unit Assessment, you can try again. In fact, you can revise and resubmit as many times as needed. Your learning should matter, not your first attempt.

### **Course Grading:**

Live Session Participation 30%

Tutoring Attendance 20%

Unit Assessments 50%

### **Accommodations**

Guild Education is committed to providing accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact their student success advisor to coordinate reasonable accommodations.

## **What We Expect from You**

### **Be Present (Participation and Attendance)**

This is a hybrid program with online and offline components. Being present means being actively engaged both on and offline. While you will still have assignments and participation requirements like an in-person class, much of what you will do will be independent or completed on your own time. Pay particular attention to requirements regarding discussion posts each week. Additional coordination may be necessary to complete group projects.

If you have any technical difficulties, challenges with assignments, or any other challenges that are affecting your progress, let your coach know as soon as possible.

Attendance in live sessions is required for the completion of the course. Students are permitted one excused absence per course. Make-up work for missed sessions must be coordinated by the student with the course instructor. One or more unexcused absences may result in an administrative withdrawal from the course.

### **Do the reading (Course Materials)**

There are no required books for the course. Research papers, news articles, and short videos will all be utilized. These resources will be found in your learning portal, organized by unit.

### **Stay Resilient (Grading)**

Mastering a competency is not always easy. As discussed above, you will have the opportunity to resubmit assignments based on instructor feedback in order to master unit competencies. You can expect transparency and honest feedback from us; we ask in return that you exhibit resiliency when faced with a challenge.

### **Be Proud of Your Work (Citing and APA requirements)**

Academic integrity is necessary for the classroom, just like professionalism is in the workplace. You must assume responsibility for citing sources, when appropriate. We expect you to follow APA requirements (based on the APA Style Manual, 6th edition) for all written assignments. For details on APA style, please review the APA resources on the Guild platform under the "APA Guide."

### **Treat Others with Respect (Classroom Behavior)**

Just like in the workforce, it's critical to respect the diversity of opinions found amongst peers, instructors, and coaches. All discussion board posts, videos, chats, and live virtual meetings should be conducted in a respectful way, as you would in any professional setting. We have zero tolerance for any sort of harassment, insult or humiliation directed towards someone else. We reserve the right to remove you from the program upon violation of this expectation.