

## TOEIC COURSE SYLLABUS

**LEVEL:** Intermediate and above

**TEACHER:** Will remain the same for the duration of the term unless otherwise determined by School Principal or Academic Director.

### CONTACT INFORMATION:

**TELEPHONE:** (808)922-3535

**E-MAIL:** [info@EnglishSchoolHawaii.com](mailto:info@EnglishSchoolHawaii.com)

**LINE:** JavierPalms

### STUDENT EXPECTATIONS:

In order to get the most out of their course, students are expected to participate in class discussions, activities, and exercises. We encourage students to use what they learn in the classroom to communicate with the Palms Ohana, as well as others beyond the school, as the TOEIC course is meant to improve students' overall English skills and not just focus on teaching to the test.

**CLASS SCHEDULE:** Monday – Friday, 1:30PM – 3:30PM

**MATERIALS:** Teacher will hand out photocopies from TOEIC Essential Words (7<sup>th</sup> Edition) as well as TOEIC (8<sup>th</sup> edition) as needed.

### COURSE COMPONENTS:

- Textbook: Daily use of Essential Words for the TOEIC to practice and become familiar with the components of the TOEIC:
  - Listening: Photo, Question/Response, Conversation, Talks
  - Reading: Incomplete Sentences, Text Completion, Reading Comprehension
- TOEIC Practice Tests: Two weekly tests to mimic the conditions of a real Listening & Reading TOEIC Test and Speaking TOEIC Test.

### LEARNING OBJECTIVES:

- Recognize suffixes that change words into nouns, verbs, adjectives, and adverbs.
- Interpret authentic reading materials on common topics and interpret the meaning of reading on specialized topics.
- Understand main ideas of descriptive and factual material in spoken English.
- Catch on to keywords in a spoken passage in order to answer questions accurately.

### STUDENT ASSESSMENTS:

- Tests to mimic the conditions of a real TOEIC Test will be given every Wednesday and Friday.
- Student Evaluation will be given by the Teacher at least once during the course. Students who sign up for more than 3 weeks will get an evaluation after every 3 weeks.

### POLICIES:

For more information on our Policies, please refer to the Student Handbook. Students are expected to follow all School Rules and Student Code of Conduct found in the Student Handbook.



### TOEIC COURSE TOPICS:

-General Business	-Purchasing	-Restaurants and Events	-Entertainment
-Office Issues	-Financing & Budgeting	-Travel	-Health
-Personnel	-Management Issues		