



UCL

STUDY GUIDE

**Online Reading Skills Course in
Business Dutch**

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1. INTRODUCTION

This Study Guide provides information about the Online Reading Skills Course in Business Dutch. It covers the course's content, the methods of teaching and assessment, guidelines and advice for organising your work, and other essential information.

2. SYLLABUS

Description

This is a tutor-supported online course teaching reading skills in a specialised form of Dutch, i.e. Business Dutch. It can be taken by learners with a minimal knowledge of the language. The course enables you to build up a reading knowledge of Dutch sufficient to cope with reading the business pages of Dutch and Flemish newspapers and magazines.

The course consists of two parts. The first part is a general module with twenty lessons. It uses English as its medium of instruction and comprises general texts on economic and social aspects of the Low Countries. Part two is a specialist module of ten lessons. This part is entirely in Dutch and covers more specialised texts on finance, business, entrepreneurship, and insurance. All text material is authentic. The activities are designed to develop the language skills of listening and reading. They also foster your ICT and communication skills. A few exercises are self-scoring and self-correcting, but the majority needs to be mailed to the course tutor for feedback. An important feature of the course are the videoconferences between you and your tutor. They allow you to interact directly with your tutor and to get feedback, advice and guidance.

The course is linked to an online reference grammar of Dutch, which provides additional self-access exercise materials.

3. DELIVERY

The course is delivered entirely online by means of a web environment and webcam sessions (Skype). The Skype calls do not take place at a set time. You decide with your tutor for each individual call on a day and time that suits the both of you. Note however that once the Skype call has been arranged, calls need to be cancelled and postponed no later than 24 hours before the call is due to take place. If you don't cancel the call in time, it will be assumed to have taken place. If you decide to have the call at a new date, you need to pay an extra charge via the Online Store of UCL.

4. COMPUTER SPECIFICATIONS

Minimum Requirements

The minimum requirements correspond to a typical computer purchased not more than a few years ago. If you need to buy a PC, you should get a machine with, at least, a 3.0GHz processor, 1GB RAM, a DVD-ROM or combi drive, 100+GB hard disk drive, 17" LCD screen and all the other common items. We recommend a Windows-based PC, but some students (successfully) use computers with other operating systems. You will also need a webcam, microphone and headset for the online tutorials.

Web Browsers and Internet Access

The course website has not been tested on all the web browsers that are available. It has been tested on the two most recent versions of Internet Explorer (version 6 and 7) and Mozilla Firefox (version 2 and 3). Make sure you have internet access through broadband, as some applications will be extremely slow to launch with a dial-up connection. All modules require the use of PC-based videoconferencing. You also need a properly installed webcam and microphone.

Other Operating Systems

Many students use systems such as the Apple Mac or Linux. If you want to use a system other than a Windows-based PC, you may have problems accessing the software and data files supplied with course materials. We cannot offer technical support for operating systems other than Internet Explorer (versions 6 and 7) and Mozilla Firefox (versions 2 and 3).

5. COURSE REGISTRATION

In order to register for the course, you need to complete the application form that you find on the CLIE website. After you have paid the course fees, the tutor will contact you with more information about the course and will give you a user id and password for access to the course.

6. ADMINISTRATOR

The Course Administrator is Paul Warren and enquiries relating to registration and fee payment ought to be directed to him. You should also contact him if you are unavailable for certain periods, or if you are ill.

7. ACADEMIC SUPPORT

Course Tutors

Your Course Tutor's task is to provide advice and guidance and to monitor your academic progress and well-being. He/She is normally your first port of call if problems arise.

Programme Director

Paul Warren acts as Administrator of the Dutch online courses. You can contact him about general aspects of the course or indeed to raise any issues you do not wish to discuss with your Course Tutor.

8. TIME MANAGEMENT

Online learning offers advantages, like being able to choose when and where to study. However, it also presents challenges, especially when it comes to organising your time and workload. You may have other professional and family commitments and this might be the reason for choosing a distance-learning programme in the first place.

Apart from interacting with your tutor and other students online, you need to set time aside for personal study and coursework. It may be useful to set aside regular blocks of time for course work and to give yourself tangible targets for each of them (for example, doing a particular grammar exercise, listening to a recording). Also schedule in time to read and answer messages.

Likewise, your tutor is likely to set certain periods of time aside during the week to answer students' queries; as a consequence, she may not be able to answer your queries straight away.

Design your own timetable, taking into account busier and quieter times in your life. Plan ahead, e.g. by checking the due dates for coursework, assignments and examinations. Assess the time you will need for each. You will find a timetable for the course with an overview of the relevant dates and deadlines.

If for any reason you are getting behind with the work and cannot complete one or more tasks on time, get in touch with your tutor in order to discuss the situation.

9. COURSEWORK GUIDELINES

Written Language Exercises and Assignments

Use the answer sheet provided in the course for all exercises, and mail your answers to your tutor using the mailbox. The answer sheet is a protected Word document, which comes with clear instructions for presentation, layout and submission. You receive individual feedback on all your written work by the tutor.

10. COMMUNICATION AND CONSULTATION

Messages and Mail

You have to supply your tutor and the Departmental Administrator with an email address that will be used for all correspondence between you and the College.

Note that, for your own safety and privacy, UCL policy does not allow staff to pass your private address or telephone number to others, including other students, without your consent. Remember to inform the Departmental Administrator of any changes of address.

Complaints and grievances can be taken up with your Course Tutor or the Short Courses Director.

11. ASSESSMENT CRITERIA

The course is assessed on course work. Students need to submit 75% of the course work to receive a Completion Certificate.

12. STAFF CONTACT DETAILS

Course Administrator

Paul Warren
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