UNIVERSITY WIDE LANGUAGE PROGRAMME (UWLP)

School of Modern Languages

STUDENT HANDBOOK
2020-2021

Newcastle University
Hello and welcome to the School of Modern Languages!

The University Wide Language Programme (UWLP) offers all Newcastle University Undergraduates and Taught Postgraduate students the opportunity to learn a foreign language for free. All modules offered are worth 10 credits per semester. Students can take these modules for ‘extra credits’ (aka ‘supernumerary credits’). This means that the module(s) you study will be of the same standard as any Newcastle University module, but will not count towards your degree results. The credits you obtain by successfully passing the modules will simply be acknowledged on your marks transcript.

Please note that due to the current circumstances our modules will only take place remotely in 2020-21.

This handbook is designed to answer most of the questions you may have about the programme. Please study it carefully and don’t hesitate to get in touch if you have any further queries. We are here to help!

We look forward to working with you and hope you enjoy studying languages with us!

Isabelle Ruegg Alter, UWLP Director & Mrs Michelle Barnes, UWLP Support Officer
email: uwlp@ncl.ac.uk

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1. WHAT MODULES CAN I TAKE?

The UWLP offers a range of 10-credit modules in Arabic, Chinese (Mandarin), French, German, Italian, Japanese, Portuguese, Russian and Spanish. If you are not an absolute beginner, you will be placed in the module most appropriate for your level. If unsure, contact uwlp@ncl.ac.uk.

UWLP modules consist of two weekly contact hours running between the hours of 5 and 7pm and on Wednesday afternoons + optional learning support in the Language Resource Centre (LRC). More details can be found under section 4 (How are the modules structured?).

Please note that even though UWLP will be taking place remotely in 2020-21, students will be entitled to study one module per semester with us. Also, please bear in mind that modules are running at the discretion of the SML, depending on recruitment numbers.

### SEMESTER 1

<table>
<thead>
<tr>
<th>Module code and Title</th>
<th>Level / Entry requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPA1001 Arabic Beginners part 1</td>
<td>Absolute beginners</td>
</tr>
<tr>
<td>LPC1001 Chinese Beginners part 1</td>
<td>You can only take these modules if you have NEVER studied those languages at all before, whether at school or by yourself.</td>
</tr>
<tr>
<td>LPF1001 French Beginners part 1</td>
<td>Roughly:</td>
</tr>
<tr>
<td>LPG1001 German Beginners part 1</td>
<td>- Level A1 on the CEFR (see p. 4)</td>
</tr>
<tr>
<td>LPI1001 Italian Beginners part 1</td>
<td>- Pass/completion of relevant LP_1003 module, or</td>
</tr>
<tr>
<td>LPJ1001 Japanese Beginners part 1</td>
<td>- A poor or rusty GCSE, or</td>
</tr>
<tr>
<td>LPP1001 Portuguese Beginners part 1</td>
<td>- Some notions in the language</td>
</tr>
<tr>
<td>LPR1001 Russian Beginners part 1</td>
<td>Roughly:</td>
</tr>
<tr>
<td>LPS1001 Spanish Beginners part 1</td>
<td>- Level A2 on the CEFR (see p. 4)</td>
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<tr>
<td></td>
<td>- Pass/completion of relevant LP_1103 module, or</td>
</tr>
<tr>
<td>LPS1101 Spanish Elementary part 1</td>
<td>- A good GCSE or similar</td>
</tr>
<tr>
<td>LPF1101 French Elementary part 1</td>
<td>Roughly:</td>
</tr>
<tr>
<td>LPC1101 Chinese Elementary part 1</td>
<td>- Level A2/B1 on CEFR (see p. 4)</td>
</tr>
<tr>
<td>LPG1101 German Elementary part 1</td>
<td>- Pass/completion of LPF1203, or</td>
</tr>
<tr>
<td>LPI1101 Italian Elementary part 1</td>
<td>- An AS or poor/rusty A-Level or similar</td>
</tr>
<tr>
<td>LPJ1101 Japanese Elementary part 1</td>
<td>Roughly:</td>
</tr>
<tr>
<td>LPR1101 Russian Elementary part 1</td>
<td>- Level B1/B2 on CEFR (see p. 4)</td>
</tr>
<tr>
<td>LPS1101 Spanish Elementary part 1</td>
<td>- Pass/completion of LP_1303, or</td>
</tr>
<tr>
<td></td>
<td>- A good A-Level (Grades A and B) or equivalent</td>
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<tr>
<td>LPF1201 French Lower Intermediate part 1</td>
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</tr>
<tr>
<td>LPG1201 German Lower Intermediate part 1</td>
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<tr>
<td>LPI1201 Italian Lower Intermediate part 1</td>
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<td>LPJ1201 Japanese Lower Intermediate part 1</td>
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<tr>
<td>LPS1201 Spanish Lower Intermediate part 1</td>
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<tr>
<td>LPF1301 French Upper Intermediate part 1</td>
<td></td>
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<tr>
<td>LPG1301 German Upper Intermediate part 1</td>
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<tr>
<td>LPS1301 Spanish Upper Intermediate part 1</td>
<td></td>
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<tr>
<td>LPF1401 French Advanced part 1</td>
<td></td>
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<tr>
<td>LPS1401 Spanish Advanced part 1</td>
<td></td>
</tr>
<tr>
<td>Module code and title</td>
<td>Level / Entry requirements</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>LPA1003 Arabic Beginners part 2</td>
<td>- Pass/completion of LP_1001</td>
</tr>
<tr>
<td>LPC1003 Chinese Beginners part 2</td>
<td>- An A1 on the CEFR (see p. 4) but below Elementary level.</td>
</tr>
<tr>
<td>LPI1003 Italian Beginners part 2</td>
<td>- Note: these modules are not suitable for complete beginners.</td>
</tr>
<tr>
<td>LPF1003 French Beginners part 2</td>
<td><em>Note that these modules continue from LP_1001</em></td>
</tr>
<tr>
<td>LPG1003 German Beginners part 2</td>
<td></td>
</tr>
<tr>
<td>LPJ1003 Japanese Beginners part 2</td>
<td></td>
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<tr>
<td>LPP1003 Portuguese Beginners part 2</td>
<td></td>
</tr>
<tr>
<td>LPR1003 Russian Beginners part 2</td>
<td></td>
</tr>
<tr>
<td>LPS1003 Spanish Beginners part 2</td>
<td></td>
</tr>
<tr>
<td>LPC1103 Chinese Elementary part 2</td>
<td>- Pass/completion of LP_1101</td>
</tr>
<tr>
<td>LPI1103 Italian Elementary part 2</td>
<td>- An A1.2 on the CEFR (see p. 4) but below Lower Intermediate level.</td>
</tr>
<tr>
<td>LPF1103 French Elementary part 2</td>
<td><em>Note that these modules continue from LP_1101</em></td>
</tr>
<tr>
<td>LPG1103 German Elementary part 2</td>
<td></td>
</tr>
<tr>
<td>LPJ1103 Japanese Elementary part 2</td>
<td></td>
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<tr>
<td>LPR1103 Russian Elementary part 2</td>
<td></td>
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<tr>
<td>LPS1103 Spanish Elementary part 2</td>
<td></td>
</tr>
<tr>
<td>LPI1203 Italian Lower Intermediate part 2</td>
<td>- Pass/completion of LP_1201</td>
</tr>
<tr>
<td>LPF1203 French Lower Intermediate part 2</td>
<td>- An A2.2 on the CEFR (see p. 4) but below Upper Intermediate level.</td>
</tr>
<tr>
<td>LPG1203 German Lower Intermediate part 2</td>
<td><em>Note that these modules continue from LP_1201</em></td>
</tr>
<tr>
<td>LPJ1203 Japanese Lower Intermediate part 2</td>
<td></td>
</tr>
<tr>
<td>LPS1203 Spanish Lower Intermediate part 2</td>
<td></td>
</tr>
<tr>
<td>LPF1303 French Upper Intermediate part 2</td>
<td>- Pass/completion of LP_1301</td>
</tr>
<tr>
<td>LPG1303 German Upper Intermediate part 2</td>
<td>- A B1 on the CEFR (see p. 4).</td>
</tr>
<tr>
<td>LPS1303 Spanish Upper Intermediate part 2</td>
<td><em>Note that these modules continue from LP_1301</em></td>
</tr>
<tr>
<td>LPF1403 French Advanced part 2</td>
<td>- Level B2 on CEFR (see p. 4)</td>
</tr>
<tr>
<td>LPS1403 Spanish Advanced part 2</td>
<td>- Pass/completion of LP_1401, or</td>
</tr>
<tr>
<td></td>
<td>- A good A-Level (Grades A and B).</td>
</tr>
<tr>
<td></td>
<td><em>Note that these modules continue from LP_1401</em></td>
</tr>
</tbody>
</table>
2. WHAT IS MY LEVEL?

UWLP modules loosely follow the structure of the Common European Framework of Reference for Languages (CEFR):

**The Common European Framework of Reference for Languages (CEFR)**

The Common European Framework (CEFR) is a guideline used to describe achievements of learners of foreign languages across Europe and, increasingly, in other countries.

The CEFR divides learners into three broad divisions that can be divided into six levels: for each level, it describes what a learner is supposed to be able to do in reading, listening, speaking and writing. These levels are:

- **Basic User:** A1 - Breakthrough
  - Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

- **Independent User:** B1 - Threshold
  - Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics, which are familiar, or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

- **Proficient User:** C1 - Effective Operational Efficiency
  - Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

- **Advanced User:** C2 - Mastery
  - Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

For a more detailed self-assessment grid: [http://go.ncl.ac.uk/uwlp](http://go.ncl.ac.uk/uwlp)
For an assessment test, check: [https://www.esl.co.uk/en/language-online-tests/study-abroad.htm](https://www.esl.co.uk/en/language-online-tests/study-abroad.htm) or [www.languagelevel.com](http://www.languagelevel.com)
Relation between the CEFR and UWLP modules:

Once you have identified your level on the CEFR, please refer to the grid below:

<table>
<thead>
<tr>
<th>CEFR Level</th>
<th>UWLP equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td></td>
</tr>
<tr>
<td>B1-B2</td>
<td>Advanced</td>
</tr>
<tr>
<td>A2-B1</td>
<td>Upper Intermediate</td>
</tr>
<tr>
<td>A2</td>
<td>Lower Intermediate</td>
</tr>
<tr>
<td>A1</td>
<td>Elementary</td>
</tr>
<tr>
<td>A0</td>
<td>Beginners</td>
</tr>
</tbody>
</table>

3. HOW DO I REGISTER?

First of all, please read this...

Learning a new language can be great fun but also requires time, patience and a lot of effort. Many students often misjudge the amount of study time they will need to dedicate to their language modules and eventually decide to drop out. Unfortunately, this means that many places on the programme are wasted as a result. Whilst we’d love to have you on the programme, it is important for us to be honest and ask you to please consider first whether you can afford the time and commitment. Doing this now will avoid disappointment later.

Thank you!

Then, think about the following:

- What language would you like to study?
- Which level would suit you best? (see Section 2 for details).
- Which steps are you prepared to take so you can dedicate 2 hours per week (plus personal study time of about 4-5 hours per week) to the study of a foreign language in addition to your degree?
- What are the regulations in your own School regarding supernumerary modules? (Please consult your Degree Programme Director to ensure you are allowed to take a UWLP module before you apply).
- Will you be available during the times of 5 and 7pm or on Wed afternoons to attend the classes?

Expression of interest

Should you decide to go ahead, please register your interest by filling out the appropriate application form located on the website [http://go.ncl.ac.uk/uwlp](http://go.ncl.ac.uk/uwlp).

Please note: applications will be open for all students at all stages from Monday 10th August 2020.

You will need to provide:

- Your name, student number, degree title and stage
- The language module you would like to take – Your preferred language and a second choice in case of a high number of applications to that course (please study the list of modules offered before you fill in the form.)
You will also have the opportunity to ask questions which we’ll endeavor to answer within a maximum of 3 working days.

**What happens next?**

Once you have expressed your interest in a UWLP module by filling out the application form, we’ll provisionally allocate you to one of your choices (pending availability) or add you to the waiting list. For logistical reasons, there are a fixed number of places on UWLP modules, which will be allocated on a first come, first serve basis.

**September-October**

If you have been allocated a place, you will be sent an email asking you to confirm whether you are still interested. If we do not hear from you or you are no longer interested, your placed will be allocated to a student on the waiting list.

Once we have registered you on a module, you will also have access to its Canvas page which will include useful contact information as well as teaching materials and details about classroom activities and homework.

### 4. WHAT WILL I LEARN?

The following module outlines will give you a general idea of the aims, objectives and contents of the modules, although there may be slight variations between the languages taught. Language-specific information will be provided by teachers at the beginning of each module.

Each level is split into two 10-credit modules (one in each semester) which together form one unit.
BEGINNERS

Aims of the module:
The aim of the Beginners modules is to provide you with:
- the ability to survive in the most typical situations met by visitors when travelling abroad for a few days.
- an awareness of the nature of language and language learning.
- an interest in the countries where the foreign language is spoken and their people

Objective:
By the end of these modules, you should be able to carry out the following tasks:

Speaking:
1. Introducing yourself: spelling your name, saying where you come from, what your occupation is, etc. (and understanding other people when they do the same)
2. Locating things, asking for and understanding instructions e.g. finding the nearest bank, post office, etc.
3. Shopping: counting, but also finding out what is available, saying what you like or dislike, etc.
4. Describing your daily routine: including days and times, favourite hobbies, etc.
5. Describing other people: talking about family and friends, describing people physically, etc.
6. Describing objects used in everyday life
7. Expressing simple feelings
8. Making requests: ordering food in a restaurant, asking for assistance, booking a room, buying tickets, etc.
9. Referring to past and future events: Talking about your last or next week-end, etc.

Listening:
You should be able to understand native speakers in situations similar to the listed above, provided they speak fairly slowly, addressing you directly and with a reasonably clear accent. You will also understand carefully selected off-air materials related to similar topics.

Writing:
You should be able to write simple compositions such as short notes, email messages, order forms, etc. based on the topics and situations listed above.

Reading:
You should be able to understand relevant information from tourist leaflets, common public notices, menus, timetables, instructions for use, etc.

Assessment:
Please refer to the assessment information in this booklet (section 6).
Aims of the modules:
You should now be familiar with the very basic structures of the language and survival vocabulary (numbers, days of the week, etc.). However, you may still feel a little insecure and will only be able to form very simple sentences. The aims of the course are to consolidate what you already know through systematic revision and to provide you with the following:

- Basic communication skills for coping with simple, though not completely stereotypical situations in everyday life in the foreign country
- More confidence than would be expected from simple beginners
- A basic awareness of your own language learning strategies
- A personal interest in the countries where the foreign language is spoken and their people
- A level of language proficiency roughly comparable to GCSE

Objectives:
By the end of this course, you should be able to carry out the following tasks:

Speaking:
1. Talking about yourself (age, address and further details)
2. Asking for/giving directions: finding your way in a city, enquiring about transport, etc.
3. Shops and services: comparing products and services, assessing quality, price, etc.
4. Socialising: making appointments, making/accepting/declining invitations
5. Talking about other people: family relationships, personal qualities, etc.
6. Expressing opinions: agreement and disagreement (total/partial, formal/informal)
7. Making requests formally and informally
8. Referring to past and future events (including plans, intentions and conditions)

Listening:
You should be able to understand native speakers in situations similar to those listed above, provided that they speak fairly slowly, addressing you directly and with a reasonably clear accent. You will also become familiar with the most common phrases in telephone conversations and be able to achieve a basic level of comprehension when listening to simple off-air material.

Writing:
You should be able to write simple compositions based on topics and situations in the list above such as short notes, and informal letters to friends, and simple formal letters asking for information.

Reading:
You will be able to understand relevant information from short newspaper reports, brochures, letters, basic regulations, publicity materials, etc.

Assessment:
Please refer to the assessment information in this booklet (section 6).
LOWER INTERMEDIATE

Aims of the modules:
This is the course that you should take if you studied the language to GCSE standard (Grade B and above preferred). However, this may have been a few years ago and a common remark is “I have forgotten everything”. Teachers are aware of this and include the oral revision of the basics as the necessary first step towards greater confidence. The aim of this course is to provide you with:

- The skills of listening, reading, writing and speaking, reinforced and expanded beyond the stereotypical, predictable situations that are presented at lower levels through regular exposure to authentic materials (i.e. produced for native speakers).
- An awareness of linguistic accuracy and the ability to monitor your language output accordingly.
- An ability to deal with situations that you are likely to encounter when working or studying abroad.
- The ability to apply the language you know to your personal experience.

Objectives:
At the end of the course you should have learnt to cope with predictable situations using more complex forms and registers to be able to manipulate language to some extent. For example:

Speaking:
1. Giving and seeking information
2. Coping with common social situations
3. Carrying out transactions that involve a moderate amount of negotiation
4. Expressing an opinion and finding out what others think
5. Stating asking about feelings, emotions and intentions

Listening:
You should be able to understand native speakers in situations similar to those listed above as well as simple reports and interviews from the media.

Writing:
You should be able to deal with common everyday transactions, writing a short CV, a simple covering letter, requesting and providing basic information or expressing your views in written form.

Reading:
You should be able to read relevant authentic material, understand simple written instructions in a user manual, simple newspaper articles and other material from the press or the internet.

Assessment:
Please refer to the assessment information in this booklet (section 6).
Aims of the course:
By the end of the course, you will:

1. begin to communicate fluently and accurately in the foreign language, in both spoken and written form
2. be prepared for the kind of situations which you are likely to encounter when working or studying abroad
3. be able to express your opinion on cultural, social and political issues.

Objectives:

- To develop further the skill of speaking so that by the end of the course you will feel confident about communicating with native speakers. This will go beyond dealing with everyday situations – you are expected to express your views on more complex topics (eg. related to your subject area, current affairs, etc.)
- To reinforce your listening skills by regularly listening to (mostly) authentic broadcasts from the radio and television (this could include interviews, reports or film extracts)
- To reinforce your reading skills through a variety of more complex authentic materials in the foreign language
- To improve your ability to write reports, essays and letters in the foreign language
- To further your command of the grammar and to introduce and practise more complex structures
- To help expand your vocabulary to areas which go beyond basic ‘everyday use’ of the foreign language
- To develop an ability to work independently and confidently on your own or in a group, either within or outside the classroom.

Assessment:
Please refer to the assessment information in this booklet (section 6).
ADVANCED

You should take this course
- If you passed module LP_1303 (Upper Intermediate)
- If you have an A-Level grade B and above
- If you received a lower A-Level grade in the past but had tuition, undertook self-study or lived in the country since and feel that you can communicate in the foreign language fluently
- If you have no formal qualifications in the foreign language but consider yourself competent in speaking and writing it.

Aims of the course:
This course will provide you with:
- an ability to communicate in the foreign language with greater fluency, accuracy and confidence
- more insight into current issues relating to the country/-ies and culture(s) where the foreign language is spoken
- an ability to locate information from different sources (e.g. Internet) in order to contribute your own materials and ideas to the course.

Objectives:
- To develop and refine your speaking skills so that by the end of the course you will feel confident about contributing to discussions and debates as well as giving presentations in the foreign language.
- To improve your listening skills through different types of authentic broadcasts in the foreign language (e.g. from radio and television programmes) as well as exposure to different regional accents. Other skills that you may need if you are planning to study abroad (e.g. note-taking) will also be covered.
- To improve your reading skills through a variety of authentic readings materials. These will include longer texts from newspapers, magazines and the Internet. You will also be asked to bring your own texts for discussions in class.
- To develop your writing skills (e.g. reports, essays, summaries and non-literary translations) through a variety of writing tasks and regular feedback on your progress.
- To develop an awareness of formal and informal language.
- To revise problem areas within the grammar of the foreign language and to introduce and discuss grammatical issues appropriate for an Advanced level course.
- To expand your knowledge of general as well as more specific vocabulary (this may be related to social, cultural and political matters or to your own subject area).
- To develop an ability to work independently and confidently on your own or in a group, either within or outside the classroom.

Assessment:
Please refer to the assessment information in this booklet (section 6).
5. HOW ARE THE MODULES STRUCTURED?

All 10-credit modules are structured as follows:

- **A two-hour weekly seminar** taught remotely via Zoom by a language teacher. Teaching in the seminars will focus on communication skills, language points will be introduced and practised through speaking, reading, listening and writing as well as grammar exercises.
- Personal access to online independent language learning
- An optional ‘drop-in’ surgery under the supervision of a language advisor in the Language Resource Centre (LRC).

**Semester 1** teaching runs from the week of 26th October 2020 to the week of 11th January 2021.

**Semester 2** teaching runs from the week of 8th February 2021 to the week of 17th May 2021 (with a break during the Easter period, i.e. between 29th March 2021 and 26th April 2021).

6. WHAT IS EXPECTED FROM ME?

**Attendance**

The secret to successful language learning is assiduity and perseverance. Therefore, **we expect you to attend ALL classes**. Attendance will be monitored just as in any credit-bearing module and we will write to you in case of repeated unjustified absences. If you cannot attend a class, try to tell your teacher in advance. If you must miss several classes, make sure you let us know. Equally, if you are experiencing difficulties in attending the classes (for example if you are too busy, have problems of a personal nature or simply struggle to stay motivated), then don’t hesitate to have a word with us. If we can, we will find a way to accommodate your particular circumstances. However, if we don’t hear from you for several weeks in a row, we’ll reserve the right to offer your place to another student.

**What to do if you miss a class?**

If that happens please do one of the following two things as appropriate.

1. For occasional (“one-off”) absences, simply email your teacher with CC to uwlp@ncl.ac.uk to let us know.
2. If you are absent from University for more than five working days in a row you must complete a **Student Notice of Absence Form** on S3P and e-mail uwlp@ncl.ac.uk as soon as you are able to return to your studies.
Classroom Etiquette

- Please be as punctual as possible.
- Please be polite and friendly to your teacher and other fellow students.
- Please keep your mobile phones on silent, and do not use them during the seminars.

Independent Study

Learning a language requires a lot of practice. In addition to your classes, you will need to **work on your own or with a study partner**. Your teacher will give you regular homework and your language advisor will give you useful advice about your learning strategy. You should also get into the habit of going through your notes after each class and working on those areas where you feel weakest.

The estimated time that you need to spend working on your own is **5 hours per week**. Your teacher will always return coursework assignments to you within a maximum of four calendar weeks with corrections and feedback comments (even those that do not carry a mark). As part of your coursework requirements, you will be expected to **work independently** in addition to your weekly classes. You will also be expected to make regular use of the Language Resource Centre (LRC): see more information about the LRC in section 6.

Assessment and Deadlines

Assessment on all modules will include the following components.

<table>
<thead>
<tr>
<th>Type of assessment</th>
<th>Weighting</th>
<th>When set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking</td>
<td>25%</td>
<td>Assessments are taking place throughout the semester or at the end</td>
</tr>
<tr>
<td>Listening</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>25%</td>
<td></td>
</tr>
</tbody>
</table>

**Please note:**

You will need to do the assessments to pass the module. Assessments will combine two skills speaking/listening and writing/reading

**Speaking / listening assessment**

For lower levels, these will generally take the form of a role-play, or a discussion where you will have a short conversation based on situations that you have practised in the module, a text or a given topic, depending on your module level (please refer to each module’s assessment information on Canvas for specific details). This assessment will normally last a few minutes and you may be given some time to prepare it. From lower intermediate and above, you may be required to give a short presentation followed by some questions.

**Writing / reading assessment**

This assessment usually involves composing a letter, an email, or (in higher levels) a short summary or essay in which you will be asked to include specific information from a document in the target language. You may be expected to show as well whether you’ve understood the grammar points covered as part of the module. These tasks might differ slightly in East Asian languages as they are taught differently from European languages (your teacher will be able to provide you with more details on this part of the assessment).
7. HOW CAN THE SCHOOL OF MODERN LANGUAGES HELP ME?

The Language Resource Centre (LRC)

Dedicated to independent language learning, the Language Resource Centre offers a wide range of language learning materials in over 100 languages.

NU members have full access to interactive language software, audio-visual materials and live online media streaming as well as free one-to-one support sessions, conversation groups and tandem-learning opportunities.

Students can register for free language conversation groups each semester at beginner, intermediate and advanced levels. Conversation groups are led by Newcastle University students, who are also native language or near-fluent speakers.

This free facility and resource allows language students to further their speaking skills & confidence.

WORLD LANGUAGE TV & FILM

IPTV (http://iptv.ncl.ac.uk) is a world TV & film video streaming service available online to Newcastle University students and staff members. With over 3000 titles available to watch in a wide range of languages and subjects, students have free access to audio-visual resources to further their foreign language skills and interest.

We have a wide range of language learning materials at all levels. Language learning materials include grammar & vocabulary books, software, CDs & DVDs. Our biggest resource is our active membership with over 50+ languages registered each year.

Accredited with the Customer Service Excellence award (CSE) every year since 2010, we proudly deliver an outstanding quality of customer service to Newcastle University students, staff and to the wider public.
uTalk is a provider of interactive language learning resources. In a unique partnership with Newcastle University, uTalk is offering all of its language learning packages to UWLP students for free. The programmes available are:

- Talk Now! (Beginners)
- Talk More! (Elementary)
- Talk Business! (Intermediate)
- Talk the Talk! (Intermediate)

You can access the uTalk app FOR FREE via the Newcastle University app:

- Go to: “Useful apps” (from the main menu)
- Download uTalk
- In the app, choose “Login” and “Student Login”
- Choose “Newcastle University”
- Login with your usual student id and password

There are 150 languages to choose from. Once registered on a UWLP module, you will have access to the relevant packages for the language which you have chosen. You can also access any other language package from the uTalk app or the LRC Blackboard Community.

Find out more about uTalk here: https://utalk.com/en/app.

Tandem Learning

If you are interested in practising your conversation skills in the foreign language, you can be paired with a native speaker who may want to improve his/her English (or a language you know well). This is called “Tandem Learning”. You both help each other and it is fun too! Unfortunately, it is not always possible to find a partner for everybody. Partners will be allocated on a first come, first serve basis.

For further information, please contact the LRC Reception.

Teaching Quality

Teachers and language advisors themselves monitor the quality of their teaching by mutual class-observation and regular meetings. You will also have the opportunity to complete a feedback questionnaire at the end of each module you take, and your views and suggestions will be taken into account for future improvements to the module and its syllabus.
How to contact us

Your language teacher is the first person you should consult to discuss any difficulties you may have with regard to your language classes. Individual contact details and consultation hours will be published on Canvas (in each module) under “staff information”. Should you need to contact a member of the team, you can either contact us by email uwlp@ncl.ac.uk or come and visit us during our consultation hours. We will endeavour to reply to all emails within a maximum period of 3 working days.

8. FURTHER INFORMATION

Recommended Materials

Your teacher will let you know in case you need to purchase a particular coursebook.

All the references can be purchased from Blackwell’s located near the campus.

The LRC also holds lists of selected materials for each language and level. You can access the LRC catalogue online here:
http://www.ncl.ac.uk/language-resource-centre/facilities/materials-catalogue/

Tips for Language Learning

Tips to improve your listening skills:
- Decide what you are listening out for: general gist or detailed information?
- When listening to recorded material, gather as much information as possible from the context and the introduction to the task.
- Listen to the target language as much as possible (course material, radio, films, songs, etc.)

Tips to improve your speaking skills:
- Try to analyse which “sub-skills” you have some competence in and which you need to make extra efforts to improve. These “sub-skills” include: pronunciation, intonation, knowledge of vocabulary and phrases, fluency and confidence, too.
- Intonation and pronunciation can be improved by listening to the target language with a transcript, then recording yourself saying the same thing and finally listening to the recording and deciding which words you can pronounce better.
- Fluency and, as a result, confidence will come from practice of speaking aloud. That is why it is so important that you make an effort to participate and use ONLY the target language when doing oral activities in class.

Tips to improve your writing skills:
- When writing in a foreign language, do not formulate it in your mother tongue so that writing becomes translation!
- Writing involves various stages: pre-writing (jot down ideas, useful vocabulary, main points to include), drafting, editing (has everything that is required been included?), checking, final version.
- Read the instructions in your task!
Tips to improve your reading skills:
- In the case of a reading assessment or exercise, look carefully at the question or task. It is easier to read the text if you have a focus for your reading.
- Use context clues: what is the title of the text or the topic?, are there any pictures that can give you some clues?
- Skim through the text and then scan for specific information.
- Reading for pleasure: use the Internet to access authentic material in the target language (magazines, newspapers).
- Try to guess the meaning of words before using the dictionary, you do not need to look up every single word to understand the general meaning.

Learning/Extending your vocabulary:
- Find out what kind of learner you are in order to choose a method that works for you. For example, think about how you memorise best: do you use your visual or audio-memory, practise drill-type exercise or do you learn words through association?
- For what purpose do you need your vocabulary? Distinguish between active use (speaking and writing) and passive use (listening and reading). Your passive store of vocabulary will be larger than your active one, since less effort is involved in acquiring it.
- Categorise vocabulary according to your needs, eg. topics like transport or travel, or aspects of grammar like prepositions, irregular verbs, etc.
- Try to learn a certain number of words/phrases every week.

To gain maximum benefit from your corrected work:

You will need to work through your tutor’s comments and corrections and to respond to them, deciding what to work on in the future. Set yourself realistic goals and decide how you will work towards them.

Do not forget to give yourself “a pat on the back” when your tutor has given positive comment or has ticked a word/phrase/section.
9. FREQUENTLY ASKED QUESTIONS (FAQs)

Am I eligible to take a UWLP module?

The UWLP is open to all Newcastle University Undergraduate and Taught Postgraduate students. All students should seek the approval of their DPDs and/or supervisors before applying. PhD/PGR students are also welcome to apply but priority will be given to UG and PGT students.

Do I have to pay anything?

No. The modules are funded by the University. All we ask is that you show your commitment by purchasing the recommended coursebook and attending the module regularly. Please note: Because our funding depends entirely on the number of students we enrol, we may be unable to remove you from the programme after the first two weeks, even if you decide to drop out. This is important as your transcript may show a failed mark (or “not tested”) next to the UWLP module you’re enrolled on if you decide to drop out or not to complete the assessment.

Do I have to fulfil certain criteria to be eligible?

No, as long as you are a Newcastle University student. Some academic units may impose certain restrictions on eligibility so it is important that you check with your own school or department that you are eligible before applying to us.

Will the UWLP modules count towards my degree?

Any credits that you gain with the UWLP will appear on your marks transcript. However, these credits will not count towards your degree calculation.

Can I pre-register for a UWLP module?

Not currently. For logistical reasons, UWLP modules are currently capped. We need to retain control of the registration procedure to ensure that it is done fairly and smoothly. We also need to ensure that new students who cannot pre-register still get a chance to apply too.

Do I need permission from my School or my DPD before I register?

Yes. University regulations stipulate that “students wishing to take Extra Credit modules must first seek approval from their degree programme director or PGR director.” Therefore, we ask that you consult your DPD before you apply.

How do I apply?

The process is described in section 2 of this handbook. Once you have thought about it, fill in the form on go.ncl.ac.uk/ulwp and we’ll add you to our lists. We’ll confirm whether you have been allocated a place once we have finalised the lists at the start of the academic year.
I don’t really know my level. How do I know which module to apply for?

If the information provided in the student handbook is insufficient, we recommend that you test your language level for free here: https://www.esl.co.uk/en/language-online-tests/study-abroad.htm or www.languagelevel.com If you are still unsure about your level, then you can also ask to speak to a member of staff (email uwlp@ncl.ac.uk or add this to the application form).

When does the teaching start?

Teaching usually begins in the second teaching week of each semester. For specific dates, please refer to the student handbook (end of section 5).

Some of my lectures finish at 6pm and I might miss some sessions. Can I still apply?

We would prefer it if you could attend all the hours as language learning takes a lot of effort and it is very easy to fall behind. However, in some cases, we recognise that we need to be flexible so we can allow you to study with us. If you are likely to miss some contact hours on a regular basis, please get in touch with us so we can see how we can accommodate you.

Why are UWLP classes taking places between 5 and 7pm and not during the day?

This is the most convenient time for students with busy timetables. We realise that evening classes are not ideal in terms of concentration, but this is currently the best solution for most students across the university. We also teach classes on Wednesday afternoon when there is traditionally no degree class teaching.

How many weekly classes will I need to attend?

You will have a two-hour class with a teacher as well as optional support surgeries with a language advisor in the Language Resource Centre (LRC) in case you need help with a language point or some general study advice. The timetable for these optional surgeries is usually published in mid-October.

How are the modules assessed?

Please refer to the assessment information in Section 5 of your UWLP student handbook.

What happens if I’m unable to take the module’s assessment?

You can only gain credits for UWLP modules if you have passed them. Since UWLP module marks do not count towards your degree, failing a language module will not affect your degree average. However, if you have failed a module and would like to resit it, you will have the opportunity to do so in the same way as any other Newcastle University module.

I have another query which hasn’t been addressed anywhere else...

No problem! Just email us at uwlp@ncl.ac.uk and we’ll get back to you asap (please note that we get very busy during term times so we might not reply to you straight away!).