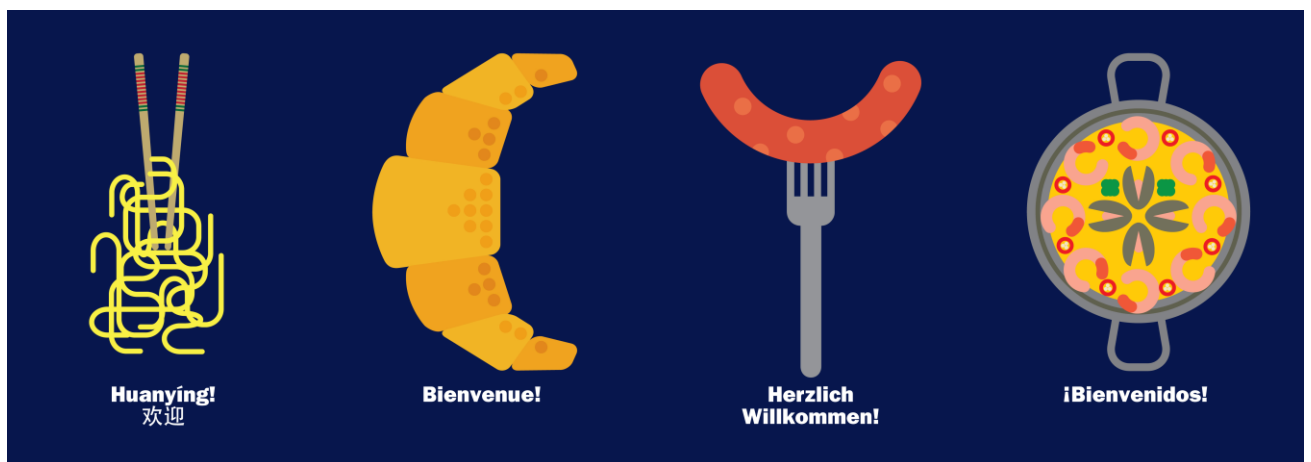


# UNIVERSITY WIDE LANGUAGE PROGRAMME (UWLP)

School of Modern Languages



STUDENT HANDBOOK  
2015-2016





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 and run for one semester only. 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 that the marks you obtain will not count towards your degree results. The credits you obtain by successfully passing the modules will simply be acknowledged on your marks transcript.

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!

Dr Franck Michel, UWLP Director & Ms Laura Martin, UWLP Secretary  
email: [uwlp@ncl.ac.uk](mailto:uwlp@ncl.ac.uk)

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## 1. WHAT MODULES CAN I TAKE?

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

The 2015-16 programme is detailed below. Please note that this programme only launched last year and we are building it up gradually. This explains why not all levels (in particular upper intermediate and advanced) are currently being offered.

All the modules listed below are worth 10 credits

UWLP modules consist of **two weekly contact hours** running **between the hours of 5 and 7pm and on Wednesday afternoons** + an optional 1-hour weekly workshop for learning support. More details can be found under section 4 (How are the modules structured?).

### SEMESTER 1

Module code	Module Title	Level / Entry requirements
LPC1001 Chinese Beginners part 1 LPI1001 Italian Beginners part 1 LPF1001 French Beginners part 1 LPG1001 German Beginners part 1 LPJ1001 Japanese Beginners part 1 LPP1001 Portuguese Beginners part 1 LPS1001 Spanish Beginners part 1		Absolute beginners You can only take these modules if you have <b>NEVER</b> studied them at all before, whether at school or by yourself.
LPC1101 Chinese Elementary part 1 LPF1101 French Elementary part 1 LPG1101 German Elementary part 1 LPS1101 Spanish Elementary part 1		- Level <b>A1</b> on the <a href="#">CEFR</a> : <sup>1</sup> - Pass/completion of relevant LP_1003 module, or - A poor or rusty GCSE, or - Some notions in the language
LPF1201 French Lower Intermediate part 1 LPG1201 German Lower Intermediate part 1 LPS1201 Spanish Lower Intermediate part 1		- Level <b>A2</b> on the CEFR (see above) - Pass/completion of relevant LP_1003 module, or - A good GCSE or equivalent.
LPF1301 French Upper Intermediate part 1		- Level <b>B1</b> on CEFR (see above) - Pass/completion of LPF1203, or - An AS or poor/rusty A-Level or equivalent.

<sup>1</sup> Common European Framework of Reference for Languages. See: <http://tinyurl.com/qwlem>

## SEMESTER 2

Module code	Module Title	Level / Entry requirements
LPC1002 - Chinese Beginners 1 (repeated from Semester 1)		Absolute beginners
LPC1003 Chinese Beginners part 2 LPI1003 Italian Beginners part 2 LPF1003 French Beginners part 2 LPG1003 German Beginners part 2 LPJ1003 Japanese Beginners part 2 LPP1003 Portuguese Beginners part 2 LPS1003 Spanish Beginners part 2		- Pass/completion of LP_1001 - An A1 in <a href="#">CEFR</a> but below Elementary level. - <b>Note: these modules are not suitable for complete beginners.</b>
LPC1103 Chinese Elementary part 2 LPF1103 French Elementary part 2 LPG1103 German Elementary part 2 LPS1103 Spanish Elementary part 2		- Pass/completion of LP_1101 - An A2 in <a href="#">CEFR</a> but below Lower Intermediate level.
LPF1203 French Lower Intermediate part 2 LPG1203 German Lower Intermediate part 2 LPS1203 Spanish Lower Intermediate part 2		- Pass/completion of LP_1201 - A B1 in <a href="#">CEFR</a> but below Upper Intermediate level.
LPF1303 French Upper Intermediate part 2		- Pass/completion of LP_1203 - A near-Advanced level in French (near B2 in <a href="#">CEFR</a> )

## 2. 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? (take the free placement test [here](#) or ask [uwlp@ncl.ac.uk](mailto:uwlp@ncl.ac.uk) if unsure. Note that there is no placement test for Chinese).
- 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 application form located on the website <http://www.ncl.ac.uk/uwlp>.

You will need to provide:

- Your name, student number, degree title and stage
- The language module(s) you would like to take – you can express up to three choices, in order of preference (please study the list of modules offered before you fill in the form.
- Your availability (semester 1, 2 or both).

You will also have the opportunity to ask questions which we'll endeavour to answer within a maximum of 3 working days.

### **What happens next?**

#### May-August

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

Once new (stage 1 UG and PG) students have also had a chance to express interest in the UWLP modules, we will start registering students on the modules. 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 Blackboard page which will include useful contact information as well as teaching materials and details about classroom activities and homework.

Still unclear about the process? Why don't you drop us an email at [uwlp@ncl.ac.uk](mailto:uwlp@ncl.ac.uk)?

### 3. 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** which together form one unit.

#### **BEGINNERS**

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##### **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 5).

**ELEMENTARY**

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**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)
9. Talking on the phone in simple, typical situations of everyday life.

**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 5).

**LOWER INTERMEDIATE**

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**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 5).

**UPPER INTERMEDIATE**

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You should take this course

- if you have passed module LP\_1203 (Lower Intermediate)
- if you have an A-Level grade C or below
- if you received a GCSE grade in the past and had tuition, undertook self-study or have lived in the country since
- if you have no formal qualifications in the foreign language but feel that you can communicate fairly fluently but have not reached the Advanced stage yet.

**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.

## **ADVANCED**

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This level is not currently offered as part of the UWLP but will be gradually introduced as the programme keeps developing over the next few years. Thank you for bearing with us!

## **4. HOW ARE THE MODULES STRUCTURED?**

All 10-credit modules are structured as follows:

- **A two-hour weekly seminar** with a language teacher where language points are introduced and practised (though speaking, reading, listening and writing as well as grammar exercises).
- **An optional one-hour weekly ‘drop-in’ surgery** under the supervision of a language advisor in the Language Resource Centre (LRC).
- Personal access to online independent language learning resources (aimed at supporting your learning) via Blackboard.

**Semester 1** modules run from the week of 12<sup>th</sup> October 2015 to the week of 11<sup>th</sup> January 2016.

**Semester 2** modules run from the week of 8<sup>th</sup> February 2016 to the week of 16<sup>th</sup> May 2016 (with a break during the Easter period, i.e. between 14<sup>th</sup> March and 11<sup>th</sup> April 2016).

For assessment dates and hand-in deadlines, please refer to the assessment information in this booklet (section 5).

## **5. 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.

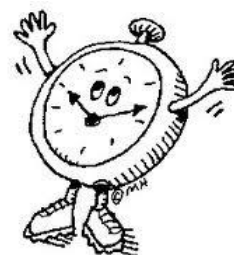
## What to do if you miss a class?

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](mailto:uwlp@ncl.ac.uk) to let us know.
2. If you are absent from University for more than three working days in a row you must complete a Student Notice of Absence Form and return it to your School Office, with CC to [uwlp@ncl.ac.uk](mailto: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 do not use the Internet for non-language related tasks in language labs
- Please keep your mobiles 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 on the language learning resources** at your disposal on Blackboard 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

Assessment on all modules will include the following components.

Type of assessment	Weighting	When set
Oral test	20%	last teaching week of semester 1 or 2
Portfolio (2 tasks)	20%	determined by the teacher
Written examination	60%	in-class during the first week of the semester 1 or 2 assessment period

### **Oral tests**

For lower levels, these will generally take the form of a role-play, or 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 Blackboard for specific details). The oral test will normally last about 5 minutes and you may be given some time to prepare it. From lower intermediate onwards, you may be required to give a short presentation followed by some questions, and the oral test may last up to 10 minutes.

### **Portfolio**

Throughout the module, you will be asked to carry out a number of tasks independently (homework or independent study) and to have your work checked regularly by the teacher. Evidence of this work and any relevant follow-up will be compiled in your Personal Portfolio, which you will submit at the end of the module. It should comprise:

- Two pieces of work seen by your teacher
- A mistake analysis and corrected draft for each piece (see example on Blackboard)

### **Written Examination**

Each module will have a 90 to 120-minute written examination in a language laboratory.

Exams will take place in-class at the end of the teaching period (see dates below)

Each exam will assess the following skills:

- reading (20%)
- writing/grammar (20%)
- listening (20%)

Tasks will vary depending on your level, but each task assessed will explained to you by your teacher and practised in class before the exam takes place.

### **Assessment dates and Examination deadlines**

Semester 1 modules:

- Portfolio hand-in deadline: determined by the teacher
- Oral test: week of 11<sup>th</sup> January 2016 (in class or arranged with teacher)
- Written exam: week of 18<sup>th</sup> January 2016 (in class)

Semester 2 modules:

- Portfolio hand-in deadline: determined by the teacher
- Oral test: week of 16<sup>th</sup> May 2016 (in class or arranged with teacher)
- Written exam: week of 23<sup>rd</sup> May 2016 (in class)

## 6. HOW CAN THE SCHOOL OF MODERN LANGUAGES HELP ME?

### The Language Resource Centre (LRC)



The LRC (<http://www.ncl.ac.uk/langcen/about/>) is one of the best independent language learning centres in the UK. The LRC possesses a range of printed and audio-visual materials and resources (course books, grammar books, dictionaries, films, newspapers) in over 50 languages. There are also PCs equipped with language-learning software and satellite channels in 17 languages. The LRC is part of the SML and situated on the second floor of the Old Library Building (accessible either from the Quadrangle, opposite the Armstrong Building or via the ground floor of the Old Library Building).

An advisory service is available (for times and appointments check with the LRC reception desk) which you can consult if you have questions about the materials or equipment, or if you just don't know where to start. The advisers can also help you set up self-study programmes if you want to improve your listening skills, extend your vocabulary or revise any other areas.

As a Newcastle University student, you can use these facilities for free. You simply need to have your University smartcard "enabled" at Reception in the LRC. It is important that you do this as soon as possible. The LRC will prove a useful resource in addition to your classroom activities.

You can access the LRC's online catalogue here:

<http://www.ncl.ac.uk/langcen/facilities/catalogue.htm>

The opening times are:

- Monday to Thursday - 9am to 7.15pm and Friday - 9am to 4.45pm (term-time)
- Monday to Friday – 9am to 4.45pm (University vacations)

For information on the Language Resource Centre, contact [open.access@ncl.ac.uk](mailto:open.access@ncl.ac.uk) or ring 0191 208 7490. Summer opening times in particular may vary slightly from those given here so it is worth ringing in advance to check.

## **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.

## **Teacher / Language advisor Support**

Your Personal Tutor in your own department or school will advise you on any general difficulties, but help with language learning is available from the UWLP team. Your teacher is the first person to contact, as s/he knows your level better than anyone else. You will find a list of contacts in this handbook and your teachers’ consultation hours will normally be published on Blackboard under “staff information”. Remember you can also ask your language advisor for advice during the directed self-study sessions.

## **Problems**

Again, your language teacher is the first person you should consult to discuss any difficulties you may have with regard to your language classes. If s/he is unable to help, you should approach the Director of the UWLP via [uwlp@ncl.ac.uk](mailto:uwlp@ncl.ac.uk). We will do our utmost to assist you. We are here to help – don’t hesitate to get in touch!

## **How to contact us**

Should you need to contact a member of the team, you can either contact us by email 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. Individual contact details and consultation hours will be published on Blackboard (in each module) under “staff information”.

## 7. FURTHER INFORMATION

### Recommended Materials

The list of references for the UWLP modules can be accessed online via <http://rlo.ncl.ac.uk>

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/langcen/facilities/catalogue.htm>

### 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.

## **8. 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. Staff members are not currently eligible. PGR/PhD students may apply after consultation with their DPDs and/or supervisors 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 will be unable to remove you from the programme after two weeks, even if you decide to drop out.** This is important as your transcript may show a failed mark 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 with us.

### **Will the UWLP modules count towards my degree?**

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

### **Can I pre-register for a UWLP module?**

Not currently. For logistical reasons, UWLP modules are currently capped at 20 students per module (40 in certain modules). 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. Once you have thought about it, fill in the form on [www.ncl.ac.uk/uwlp](http://www.ncl.ac.uk/uwlp) 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.cll.be/adults-20/level-test-45.htm?lng=en>

- An A1 level on the CEFR means you should take an Elementary module
- An A2 level means you should take a Lower Intermediate
- A B1 level means you should take an Upper Intermediate module (only currently available in French).

If your language level is a B2 (or above) on the CEFR, then your level is close to Advanced. Unfortunately, we are not currently offering any modules at this level.

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](mailto: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 4).

### **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?**

For two main reasons: (1) for logistical reasons, as language labs are in use during the day for Modern Languages degree classes; (2) as 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.

### **How many weekly classes will I need to attend?**

You will have a two-hour class with a teacher as well as an optional drop-in surgery with a language advisor in the Language Resource Centre (LRC) in case you need help with a language point or some general study advice.

### **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.

### **If I fail a module or don't take the assessment, will this not reflect poorly on my marks transcript when I graduate?**

UWLP marks will appear on a different transcript than the one displaying your degree marks. If you complete a UWLP module but don't take the assessment, there should be a special mention similar to "not assessed" on the transcript.

### **I'd like to study a language and/or a level that you do not currently offer. Where can I go?**

You could try the Language Centre: <http://www.tlcnewcastle.co.uk/courses/>  
or *blah blah blah*: <http://www.blah-blah-blah.org>

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

No problem! Just email us at [uwlp@ncl.ac.uk](mailto:uwlp@ncl.ac.uk) and we'll get back to you asap.