

## English for Economists IV – Detailed Guidelines for the completion of this Course

In order to successfully pass the course “English for Economists IV” you have to complete the following group-tasks:

**1a) Produce a WRITTEN assignment/report** (1,500 –2,000 words) on a topic you can choose from a list provided to you (go to <http://e-course.uoi.gr>).

**1b) Produce an in-class POWER-POINT PRESENTATION** of the above assignment (*this is only indicative since you can choose other formats of presentation, i.e. slideshare, prizi, etc. after consultation with your teacher*).

The above two tasks will count for 50% of your final course mark.

**2) Pass the ORAL EXAM** at the end of the semester. This examination will count for another 50% of your final course mark.

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The **STEPS** you are expected to follow for your **WRITTEN ASSIGNMENT and in-class POWER-POINT PRESENTATION** are:

- 1) Form a 3-5 student group and choose a GROUP LEADER.** Make sure you choose people you are familiar with or that you believe you can co-operate with successfully and effectively. The group leader is responsible for organizing the team, monitoring the assignment’s progress and getting into contact with the instructor, should any problems occur. Of course, all students (*whether they are group leaders or not*) are welcome to visit me should any questions, unexpected problems, etc. emerge during the semester.
- 2) Choose a topic from the online list provided at e-course (<http://ecourse.uoi.gr>).** Try to select a topic that *you are interested in* since this will give you the incentive to produce a better assignment. It is important, though, to carry out an initial search to see whether you can find enough relevant material for the topic you would like choose.  
**The same topic** can be selected **by a maximum of 4 groups**, so the topics are going to be allocated on a first-come first-served basis.
- 3) Choose your day of class-presentation** from the same online list **provided at e-course.** **The day BEFORE your class presentation** is the **day you are expected to hand in your written a ssignment as well as your power-point presentation**, so make sure you have enough time to prepare for both.
- 4) The written assignment** should be handed-in **BOTH in PRINTED and in DIGITAL FORM.** If you have no access to a printer, consult your teacher.
- 5) The power-point presentation** should be handed-in **ONLY in DIGITAL FORM.**
- 6) You will submit BOTH your written assignment AND your power-point presentation to e-course.** Click on **Assignment**, then click on **Add submission**, then **Αποθήκευση Αλλαγών** and finally on **Υποβολή Εργασίας**. Make sure you submit **BOTH PARTS OF YOUR ASSIGNMENT (i.e. the power-point presentation as well as your word doc.)**.
- 7) BOTH** Your files should be **NAMED STRICTLY** in the following way:  
**GROUP LEADER’S SURNAME & Matriculation number** along with the main **KEY WORD** of your assignment (*i.e. Tseligka2112 – Tourism*). (*Consult the separate sheet on GUIDE TO ASSIGNMENT WRITING to see how you will identify your assignment’s key word*). **Name both your files** (i.e. the word doc. of your written assignment and the power-point **in the same above mentioned way**).
- 8) The set date of your presentation CANNOT BE CHANGED OR POSTPONED** for any reason (*unless for serious medical reasons that you have an official medical consultation for*)! Consider it as an **EXAM DATE!** Should the whole group fail to carry out the presentation on that day, it is allocated A ZERO

**MARK.** If only SOME of the group members fail to appear, it's up to the rest of the group to make a decision about whether they will proceed with the presentation of their assignment or not. **NO WRITTEN ASSIGNMENTS will be accepted unless they are accompanied by an in-class power-point presentation.**

- 9) After you finish your presentation (it should not exceed 15min), each of you will be asked **1-2 questions INDIVIDUALLY** in relation to your assignment. Questions can also be posed by the rest of the class attending the presentation. **A SEPARATE MARK** will be allocated **to EACH OF YOU**, taking into consideration both your written paper as well as your oral presentation and response to the questions. As already mentioned, this will count for 50% of your final mark.

## **FINAL ORAL EXAM**

At the end of the semester, **you will be examined ORALLY on the assignments you have ALL produced during the current semester**, i.e. **the questions** addressed to you will touch upon **ISSUES discussed in ALL THE ASSIGNMENTS written by ALL GROUPS**. For example, even if you wrote a report on 'Greek crisis and unemployment' you could be asked a question about 'Greek crisis and tourism', since questions in the oral exam are allocated randomly. As a result, **you have to study ALL the assignments** submitted before your final oral exam.

- You all proceed **according to your MATRICULATION NUMBER (in ascending ORDER)**.
- A **group of 6** of you enters the room.
- I divide you **in two groups**.
- I assign to each group a **separate theme (based on the assignments you have written)**:  
e.g. Group A: "(Greek) economic crisis and tourism" - Group B: "(Greek) economic crisis and welfare". I then address to each of you a different question. You are allowed to confer with your group members (for about 2mins) before you answer to me. Each of you **has to provide a well-analysed oral argument supporting his/her opinion** (*imagine that if you were to write it down, it would be about one paragraph long*).
- Each of you is allocated a **SEPARATE MARK**. As already mentioned, this will count for 50% of your final mark.