Frequently Asked Questions

You are advised to read through these questions to gain a deeper understanding of the mechanics of the *lettorato* courses: you may well find an answer to your questions in this list.

**Q. 1** What do I have to do to get my 12 credits for Lingua inglese 1?

**A. 1** To be able to register (*verbalizzare*) 12 credits for the first year language course Lingua inglese 1 you must have a passing grade for each of the **four** components, which make up this course.

1. The course entitled ‘Lingua inglese 1’ is taught by the *titolari* Prof. Brownlees and Prof. Samson. This course is held in the first semester of the academic year.
2. The *lettorato* course entitled ‘Writing’, which consists of one two-hour lesson a week in both the first and second semester
3. The *lettorato* course entitled ‘Sounds of English’ which also consists of one two-hour lesson a week in both the first and second semester
4. The Grammar Test, which is set at the level of B2 of the CEFR. Below are websites where you can check what the international criteria for B2 level are.

* [http://www.englishprofile.org/images/pdf/GuideToCEFR.pd](http://www.englishprofile.org/images/pdf/GuideToCEFR.pdf)f
* https://www.youtube.com/watch?v=UAehOcVfr3Y
* <http://www.coe.int/t/dg4/linguistic/cadre1_en.asp>

**Q. 2** Do I have to attend all the Writing and Sounds of English lessons?

**A. 2** Students are expected to attend a minimum of 7 lessons out of 9 lessons for each course per semester, but are encouraged to attend all 9 lessons. Since both courses offer a variety of lesson times you can choose a time which does not coincide with other lessons you may have, thereby allowing you to attend all the lessons.

**Q. 3** What materials do I need to be able to follow the courses?

**A. 3**  Information about materials is given in the first year programme and also on the Lingua inglese 1 2016/17 page on Moodle. There are booklets for both Writing 1 and Sounds of English which can be found at Copisteria X, Via San Gallo 73. Once you are enrolled in a course you must get the booklet for your teacher’s course. Students are required to have access to the use of a computer and be able to print off their work, if requested by their teacher. We also advise students to invest in a monolingual Advanced Learner’s Dictionary such as Macmillan, Collins or Cambridge and be familiar with on-line dictionary / corpora sites.

**Q. 4** What do I need to bring to lessons?

**A. 4** You must bring the course booklets for both Writing and Sounds of English to each lesson. Ensure that you get the booklet that your teacher has specifically prepared for her course. You do not need to bring a dictionary unless your teacher specifically asks you to do so.

**Q. 5** How do I enrol for the courses?

**A. 5** The date for the presentation of the *lettorato* courses and enrolments is **Thursday 22 September at 9am in aula 4, Via Santa Reparata.** The programme and timetable is available on the Lingua inglese 1 2016/17 page on Moodle and also at Copisteria X, Via San Gallo 73. There is a choice of times for both Writing and Sounds of English. You are advised to study the timetable carefully beforehand so that you already know which times fit your personal schedule. Depending on the number of students, you may not be able to enrol in the course of your first choice but you will be guaranteed a place on both courses. You must bring proof of identity.

**Q. 6** When do lessons begin?

**A. 6** The first semester lessons for Writing and Sounds of English begin the week of **Monday 26th October.** Information about when the second semester begins will be posted on the Lingua inglese 1 2016/17 page on Moodle.

**Q. 7** What is the difference between the unifi.it website and Moodle (e-l.unifi.it)?

**A. 7** Theunifi.it website is the official University website and contains information about all aspects of university organisation and services. You should develop a working knowledge of the various unifi pages to guide you through your university career. However, it is important that you realise that information about course content, administration and exams specific to Lingua inglese 1 can be found on the university learning platform called Moodle.

The Lingua inglese 1 course has its own page inside the C*orso di Laurea* *in* *Lingue, letterature e studi interculturali.* It is essential that you enrol on the Lingua inglese 1 page for this academic year 2016/17 and become a ‘participant’, which will allow you to consult and download course materials. If you do not enrol, you will not effectively be part of the course.

**Q.8** Where can I find information about my lessons, homework and tests?

**A. 8** You should consult Profs. Brownlees and Samson’s section for the *titolari* courses and your teacher’s section (both for Writing and Sounds of English for the *lettorato*) on the Lingua inglese 1 2016/17 page on Moodle. Students are advised to regularly consult this page for information regarding lesson content or homework assignments, should they miss a lesson. It is not the responsibility of the teacher to provide this information via email.

**Q. 9** How can I contact my teacher?

**A. 9** Contact information can be found in the first year programme, on the Lingua inglese 1 2016/17 Moodle page and at the CercaChi link at the bottom of the unifi homepage. Please allow a few days for email replies and do not expect a reply out of normal working hours or at weekends.

You can also contact the first year coordinators (Louise Williams and Karen McLachlan) about general queries. However, if you have any questions specific to the content or organisation of courses you attend you should contact your course teacher.

**N.B. You are expected to use your unifi webmail address (**[**name.surname@stud.unifi.it**](mailto:name.surname@stud.unifi.it)**) which you receive when you are given your matriculation number and password. Personal email addresses for institutional purposes may be blocked by the unifi webmail service.**

**Q. 10** What do I do if I know in advance that I cannot attend one or more lessons?

**A. 10** If you know in advance you will be unable to attend the following lesson, you should speak to your teacher beforehand and explain why you will be absent. Alternatively, send your teacher an email.

**Q. 11** What do I do if I have been absent due to illness?

**A. 11** It is your responsibility to find out what  was covered in the lesson that was missed and what homework needs to be completed before the following lesson by consulting your teacher’s section on Moodle or by asking your fellow students. Please note your teacher cannot be expected to answer individual student emails regarding homework assigned during the lessons.

**Q. 12** Can I change teachers at the end of the first semester?

**A. 12** Both Writing and Sounds of English are annual courses and the timetable is organised so that students should be able to attend both semesters with the same teacher. If, however, there are changes to other courses you have to attend in the second semester which make it impossible for you to continue with the same teacher, an alternative time will be found for you. Information about the procedure will be posted on Moodle before the second semester begins. Please note that it is your interest to stay in the same class at the same time with the same teacher.

**Q. 13** What tests do I need to sit for each course?

**A. 13** Writing: three in-class tests make up your final grade. Each test must be a pass in order to calculate the average for your final grade. See Q. 17 for information about failing a test.

Sounds of English: You will be required to pass a test at the end of the first semester in order to continue the course in the second semester of the academic year, when you will sit an end-of-year test, which may include an oral test.

**Q. 14** I have passed an external exam at B2 level. Do I still need to do the Grammar Test component of Lingua inglese 1?

**A. 14** Yes, you do. Previous external certification does not exempt students from any of the four components of Lingua inglese 1.

**Q. 15** Do I need to enrol online for tests and exams?

**A. 15** You need to enrol online on the unifi.it webpage for the exams with Profs. Brownlees and Samson.

Writing and Sounds of English tests are held during your allocated course time and you do not need to enrol for them. You teacher will inform you of dates.

**Q. 16**  How long do I have to wait for test results?

**A. 16** Your teachers will try to ensure that you have your results within two weeks. However, this may vary depending on commitments to other courses.

**Q. 17** What happens if I fail atest?

**A. 17** Each course has specific criteria.

(1) WRITING

Writing tests in the first semester are used as indicators of your level. These tests cannot be taken a second time and do not count towards the final mark for the course. You will be asked to talk to your teacher if you fail these preliminary tests badly, in order to reconsider your university career. Your final mark for the Writing component is based on three compulsory tests. If you narrowly fail **one** of the three compulsory tests, you will have the chance to sit the test again in September. Should you fail more than one test, you will not pass the Writing component and you will not be able to *verbalizzare* Lingua inglese 1. Furthermore, your failing grade indicates that your level of written English is not high enough to deal with the written work in the second year Laboratorio course.

(2) SOUNDS of ENGLISH

The Sounds of English test taken at the end of first semester must be retaken before you can proceed to the second semester. Your final course grade will depend on your result in the end-of-year test. Should you fail this test you will be required to sit this test again in September 2017. Failure to pass the Sounds of English component means you will be unable to *verbalizzare* Lingua inglese 1.

**Q. 18** How do I register my final grade for Lingua inglese 1?

**A. 18** Grades are registered (*verbalizzato*) online at the end of the academic year when you have passed all four components of Lingua inglese 1 (the exam with either Profs. Brownlees or Samson, Writing, Sounds of English and the Grammar Test)

To enrol for registration, you need to go to www.unifi.it → servizi online → prenota esami.

On the date you have chosen to register your grade you need to go to either Prof. Brownlees or Prof. Samson with your libretto.

**Q. 19** If I don’t pass Lingua inglese 1, can I still enrol in the second year English courses (Laboratorio di lingua inglese)?

**A. 19** No, you can’t. Only students who have successfully completed and registered Lingua inglese 1 by September 2017 can enrol in the second year EnglishLaboratorio for 2017/18.

**Q. 20** I am a part-time student or a student who works. Do I have to attend lessons? Is there a special syllabus I should follow?

**A. 20** Part-time students or students who work are not obliged to attend lessons, although it should be clear that the nature of a language course requires students to attend regularly and participate in their assigned group. There is no special syllabus for part-time students, and the course requirements outlined in the Lingua inglese 1 programme apply in all cases.