



## *Welcome to SEAMEO Regional Training Center!*

*Dear Students,*

On behalf of the Division of Foreign Studies, SEAMEO Regional Training Center, we would like to extend a warm welcome to all of you. Our Division and the Academic Affairs are here to support your success as a member of the Center community. To that end, we want to ensure that you are aware of and have easy access to your programs, the resources, the policies and regulations that pertain to you as a student. Please refer to the following items for your information. For further information please visit our website at [anhvanseameo.vn](http://anhvanseameo.vn)

### ➤ COURSE INFORMATION

#### a. Overview

- Program: **SEAMEO RETRAC**                      **IELTS PREPARATION**
- Course code: **IELTS4-82-B/CN2**                      Level: **Advanced**
- Textbook: **SEAMEO COMPILED MATERIALS**
- Course duration: **15 weeks**                      Number of Units: **10**
- Start date: **24 Jul. 2021**                      Estimated end date: **31 Oct. 2021**
- Classroom: **A 418**
- Instructors:
  1. **Mr. Lưu Nguyễn Đức Minh**, M.A in Applied Linguistics, Curtin University, Australia.
  2. **Ms. Lê Thanh Hà**, M.A in TESOL, University of Hull, UK.

- **Class schedule** **Time: 14:00-16:15 (online)**

Weekends (14h30-17h00)	Stages	Saturday	Sunday
<b>Instructors</b>	<b>1</b>	<b>Mr. Đức Minh</b>	<b>Ms. Thanh Hà</b>
<b>Skills</b>		Writing & Language Focus	Reading & Vocabulary
<b>Class periods</b>		15	15
<b>Instructors</b>	<b>2</b>	Mr./Ms.	Mr./Ms.
<b>Skills</b>		Reading & Vocabulary Writing & Language Focus	Listening – Speaking & Pronunciation
<b>Class periods</b>		30	30

- **Class session:** Each class session lasts 3 class periods (135 minutes without break)

## **b. Course Objectives**

This course, IELTS4, aims to

- further develop your critical thinking and academic language skills required for IELTS
- enable you to deal with exam question types and enhance your key grammar and vocabulary which are known to be useful to candidates doing the test
- equip you with test-taking strategies to maximize your scores in all parts of the test
- enable you to reach an overall IELTS band **6.5**.

## **c. Course Assessment**

- You are required to do the Final Test at the end of the course. The test consists of four components: Listening, Reading, Writing and Speaking. The formats of the test components are identical to the real IELTS Test.
- Test duration: Listening: ~30 minutes; Reading: 60 minutes; Writing: 60 minutes; Speaking: 8-10 minutes
- Test scores: The tests are marked in accordance with the IELTS Marking Schemes and Criteria for the four parts.

## **d. Course Requirements**

In order to successfully complete the course and to receive a certificate of course completion, you must:

- Attend at least 70% of class sessions in class.
- Achieve a passing grade on the final test.

## **e. Class Regulations**

You are required to observe strictly the class regulations (posted in the classroom)

### **➤ COURSE MATERIALS**

- Student's book without answer keys (The answers to the exercises in the book will be provided by the instructors during the lessons. A separate handout of answer keys of the book will also be handed to you at the end of the course).
- Audio CD (Copied)
- Handouts
  - Supplementary Materials
  - Practice Tests
  - Listening tape scripts for each lesson will be given to you after each listening lesson.
- Student's Welcome Notes
- Online Code:
  - Listening, Speaking, Reading, and Writing Exercises
  - Grammar and Vocabulary Exercises
  - Student's Book Word List
  - Vocabulary Extension Word List

*All audio files of the course books and supplementary materials can be downloaded from the section Learning Resources/Forum on our website: [anhvanseameo.vn](http://anhvanseameo.vn)*

➤ **FINAL TEST RESULTS & CERTIFICATES**

- **Your test scores will be confidentially notified to you via your registered email address within 4 days after your last test-taking session.**
- ‘Certificate of Completion’ will be issued at the end of the course to those who have met the above requirements (stated in the Article 1e)
- ‘Certificates of Attendance’ will be issued on request to any student providing that he/she attends class regularly.
- The certificates will be collected at the Academic affairs (Room A208 – the first floor).

➤ **LIBRARY & SELF-ACCESS LEARNING CENTER (SALC)**

A large collection of books, CD ROMs, and self-study materials are available for your self-study at SEAMEO Library & the Self Access Learning Center (block C, the first floor). You can obtain a library card free of charge at the Admission Office (submitting one 2x3 sized photograph).

- Opening hours:           Monday – Friday: 08.00 – 12.00 and 13.00 – 20.30  
                                  Saturday: 07.00 – 11.00 and 14:30—19:00  
                                  Sunday: 07:00—11:00

➤ **CONTACTS**

We can be reached in person at our academic office (Room A208), Customer Care Desk at the lobby or via the email addresses /telephone numbers below:

- **Mr. Huỳnh Bảo Phương**, Academic Affairs Manager  
Tel: 3824 5618 (Ext: 202) Email: [hbphuong@vnseameo.org](mailto:hbphuong@vnseameo.org) or [dfs@vnseameo.org](mailto:dfs@vnseameo.org)
- **Ms. Nguyễn Thị Hoa Lý**, Customer Care Officer  
Tel: 3824 5618 (Ext: 250) Email: [nthly@vnseameo.org](mailto:nthly@vnseameo.org)  
**Hotline: 0906 318880**

***We wish you a very successful course!***

*Division of Foreign Studies*