



UCL Centre For Languages and
International Education

STUDY GUIDE

Beginner's Dutch

1. INTRODUCTION

This Study Guide provides information about the Dutch online beginner's courses. It covers the courses' content, the methods of teaching and assessment, guidelines and advice for organising your work, and other essential information.

2. SYLLABUS

Chapter content

Beginners 1 is aimed at absolute beginners of Dutch and focuses on everyday language and communication. The course consists of five chapters, the content of which is briefly outlined below. For a more detailed overview of the course content, we refer you to the timetable, which can be found in the online learning environment.

- Chapter 1: introducing yourself, informal greeting and leave taking, asking how someone is, numbers, question words, members of the family, present tense
- Chapter 2: ordering drinks in a pub, talking about hobbies, introducing others, answering the phone, days of the week, parts of the day, negation, inversion
- Chapter 3: asking and showing the way, telling the time, imperative, separable verbs
- Chapter 4: going shopping, talking about daily routine, understanding recipes, sentence structure, position verbs
- Chapter 5: discussing events in the past, discussing events in the future, perfect tense

Beginners 2 is aimed at students who have successfully completed Beginners 1 or who have a starting level of Dutch comparable to level A1 CEFR. The course consists of five chapters, the content of which is briefly outlined below.

- Chapter 1: at the doctor's, leaving a message on an answering machine, writing a postcard/email, parts of the body, indirect speech, reflexive verbs
- Chapter 2: expressing a preference, describing someone, describing events in the past, writing letters, clothes, colours, animals, past tense, relative clauses
- Chapter 3: going to a restaurant, understanding station announcements, public transport, the weather, in and around the house
- Chapter 4: looking for a job, going to a bank/ post office, telephone conversations, national holidays, the passive
- Chapter 5: parties, festivities, TV programmes, the news

Chapter structure

Each chapter includes reading and listening texts (mainly dialogues), accompanied by comprehension and vocabulary exercises. There is also a grammar section (with a link to a separate reference grammar of Dutch), and a section on pronunciation. Each chapter also

has a number of general exercises, practicing listening, writing and speaking. All exercises and tasks need to be mailed to the course tutor for feedback. The speaking exercises you do together with your tutor in the online tutorials.

Learning outcomes

On successful completion of the two courses, you achieve the following:

- a post-beginner level of proficiency in Dutch, equivalent to CEFR level A2 as defined by the Council of Europe (ca. GCSE-level)
- insight into language structure and aspects of Dutch and Flemish culture.
- well developed self-study skills.

3. DELIVERY

The courses are delivered entirely online by means of a web-based environment (Moodle) and videoconferencing sessions (Zoom or MS Teams). The courses are fully downloadable, and you continue to have access to all learning materials as well as your completed and corrected work after you finish the course.

4. COMPUTER SPECIFICATIONS

Minimum Requirements

The minimum requirements correspond to a standard computer (PC or Mac) purchased not more than a few years ago. The course content is also accessible on most handheld devices such as tablets and mobile phones. The course content is downloadable so you can easily work offline on most of the exercises and tasks. Note that you will need a webcam, microphone and headset for the online tutorials.

Web Browsers and Internet Access

The course website has been tested on the most recent versions of Edge, Google Chrome and Mozilla Firefox. Make sure you have internet access through broadband, as some applications will be extremely slow to launch with a dial-up connection.

5. COURSE REGISTRATION

To register for the courses, you need to pay the course fee using the UCL Online store. After you have paid the course fees, the tutor will contact you with more information about the courses and will give you a user id and password for access to the course.

Note that for the one-to-one courses you can choose your own start date. The group lessons start as soon as a minimum number of participants has been reached. The group lessons will only run if a minimum of 3 participants (max. 6 participants) is reached. If this number is not reached, and you have already signed up, you will automatically be enrolled for the following month's start date.

6. ADMINISTRATOR

The Course Coordinator is Paul Warren and enquiries relating to registration and fee payment ought to be directed to him. You should also contact Paul if you are unavailable for certain periods, or if you are ill.

7. ACADEMIC SUPPORT

Your Course Tutor's task is to provide advice and guidance and to monitor your academic progress and wellbeing. He/she is normally your first port of call if problems arise. Paul Warren acts as the Administrator of the Dutch online courses. You can contact him about general aspects of the course or indeed to raise any issues you do not wish to discuss with your Course Tutor.

8. TIME MANAGEMENT

Online learning offers advantages, like being able to choose when and where to study. However, it also presents challenges, especially when it comes to organising your time and workload. You may have other professional and family commitments, and this might be the reason for choosing a distance-learning programme in the first place. Apart from interacting with your tutor online, you need to set time aside for personal study and coursework. It may be useful to set aside regular blocks of time for course work and to give yourself tangible targets for each of them (for example, doing a particular grammar exercise, listening to a recording). Also schedule in time to read and answer messages. Design your own timetable, taking into account busier and quieter times in your life. Plan ahead, e.g. by checking the due dates for coursework and assignments. Assess the time you will need for each. You will find a timetable for the course with an overview of the relevant dates and deadlines. If for any reason you are getting behind with the work and cannot complete one or more tasks on time, get in touch with your tutor to discuss the situation.

9. COURSEWORK GUIDELINES

Written Language Exercises and Assignments

Written language exercises are to be submitted using the answer sheet that you find in the online module. Please also ensure that the exercises and assignments you submit are easily identifiable, by including the chapter and exercise title in the file name.

Oral language exercises

One-to-One

All oral exercises are conducted via Zoom or MS Teams with your tutor. The lessons last 60 minutes and do not take place at a set time, i.e. they are flexible. You decide with your tutor for each individual lesson on a day and time that suits the both of you. Note however that once the call has been arranged, it needs to be cancelled and postponed no later than 24

hours before it is due to take place. If you don't cancel in time, the lesson will be assumed to have taken place.

Group lessons

All oral exercises are conducted via Zoom or MS Teams with your tutor. The lessons take place on a weekly basis and last 75 minutes. The exact day can be decided among the participants. If no consensus can be reached, the classes take place in the weekend.

10. COMMUNICATION AND CONSULTATION

You have to supply your tutor with an email address that will be used for all correspondence between you and the College. Note that, for your own safety and privacy, UCL policy does not allow staff to pass your private address or telephone number to others, including other students, without your consent. Remember to inform the Departmental Administrator of any changes of address. Complaints and grievances can be taken up with your Course Tutor or Paul Warren.

11. ASSESSMENT

The course is assessed on course work. Students need to submit 75% of the course work to receive a Completion Certificate.

12. STAFF CONTACT DETAILS

Course Administrator

Paul Warren p.warren@ucl.ac.uk