
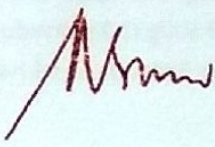
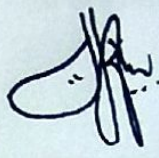


ENGLISH EDUCATION STUDY PROGRAM	PROCEDURE OF IELTS TRAINING FOR STUDENTS		
	Document Number 432/UN26.13.04/DT/BING/2020	Revision (2 times)	Page(s): 5
	Release date (06/11/2020)	Authorized by	
		Head of Study Program 	Head of Department 
SOP	EDUCATION	Dr. Ari Nurweni, M.A. NIP 196303021987032001	Dr. Nurlaksana Eko Rusminto, M.Pd. NIP 196401061988031001

About IELTS

International English Language Testing System (IELTS) is an international standardized English proficiency test for non-native users of English language. This test assesses the four skills of language namely Listening, Reading, Writing, and Speaking. The scoring band of IELTS is ranged from 1 to 9. The facilitators of IELTS all around the world include: The British Council, Cambridge English, and International Education Specialist IDP.

The items tested in IELTS are:

40 items for Listening

40 items for Reading

2 Writing Tasks

3 Speaking Sessions

Each skill will also have its scoring band, scaled from 1 to 9. In the actual situation, the total duration of the test is 3 hours, and the speaking is normally conducted individually by an English native speaker. In this training, the presence of English Native Speaker is replaced by English Lecturers of Universitas Lampung.

I. Background

The urgency of IELTS proficiency for students of English Education Department and the limited opportunities for students to get IELTS practice in the department are the major concerns in composing this Standard Operating Procedure as an initial move to establish IELTS Training for Students in English Education Department. One of the aims of the department to have progressive solution for English Teaching and Learning issues, and also the demand from the institution to produce more capable

graduates are the other factors that convince the department to start this IELTS Training for Students by firstly having an SOP.

II. Objective

This SOP is intended to establish primary components of IELTS training activity that is aimed for the students of English Education Department. Further, once the program is commenced, this SOP is functioned as the guideline of IELTS Training for Students of English Education Study Program. By having this SOP, it is expected that the training program can be conducted accordingly.

III. Policy

This SOP is meant to be obeyed as it is validated by the Head of the Language and Art Education Department and the Head of English Education Study Program. Moreover, it consists of brief guideline of IELTS Training for Students.

IV. Training References and Resources

IELTS Training for Students uses varied teaching and learning resources which are listed as follows:

1. Barron IELTS Strategy and Tips 2nd Edition
2. IELTS Express Intermediate Course Book
3. Cambridge IELTS Consultants Collections
4. IELTS Mindset Level 1
5. IELTS Advantage – Writing Skills
6. IELTSbuddy.com
7. IELTSliz.com

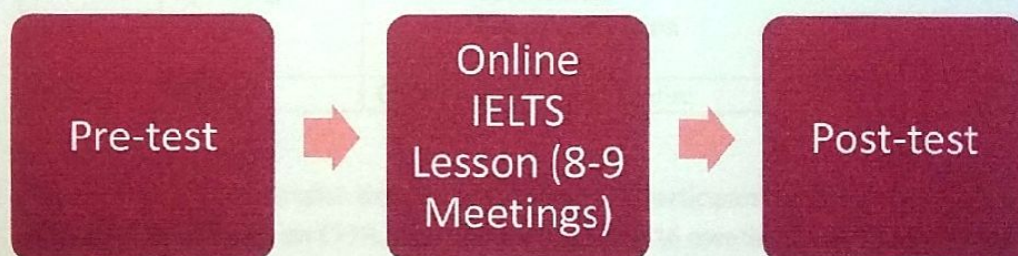
V. Details of the Training Activities

The IELTS Training for Students of English Education Study Program is aimed to improve their English proficiency, especially in facing English proficiency test. The details of the activities are given as follow:

1.	Objective of IELTS Training	To improve the English Proficiency of the senior students and prepare them for IELTS test
2.	Participants	The participants are senior students who are in their third and fourth year
3.	The Trainers	The trainers are lecturers of English Education Department
4	Number of participants	30 students in one class is the maximum number of

		participants of this training activity. Should the participants exceed the maximum capacity, the class shall be split.
5.	Training Duration	The training lasts for 1 month (8-9 meetings), with 900 minutes of learning in total. This is a short course designed specifically for English Education Department students as they are expected to have adequate background knowledge in English language. Meanwhile, for general participants who are non-English department students, or to whom with inadequate English prior knowledge, the course will last for 16 meetings within 2 months.
6.	Training Schedule	The training is intended to be conducted 2 times a week, by considering the schedule of both lecturers, and students.
7.	Expected outcome	After the training, the students are expected to get the minimum overall score of 6.5. This post-test achievement is adjusted with the minimum standard of most campuses abroad.

The flow of the IELTS training activities is given as follow:



1. Pre-test

Pre-test is conducted to identify the initial achievement of each student before any lesson is given. The pre-test will consist of 4 sections: Listening, Reading, Writing, and Speaking with the following time allocation for each section.

Sections	Time Allocation for test
Listening	40 minutes
Reading	60 minutes

Writing	60 minutes
Speaking	10-15 minutes/ student

2. IELTS Lesson

For English Education Department students the lesson will be conducted three times a week with 100 minutes in every meeting. There will be around 8-9 meetings of lessons excluding pre-test and post-test, and the lesson will go with the following order based on the skills tested in IELTS:

Meeting	Skills	Sub-skills
1	Listening	<ul style="list-style-type: none"> Listening for words and numbers; Listening for directions and descriptions
2	Listening	<ul style="list-style-type: none"> Listening for academic discussions Listening for academic presentation/talk
3	Reading	<ul style="list-style-type: none"> Paragraph Heading and sentence completion Guessing meaning from context
4	Reading	<ul style="list-style-type: none"> True/False/Not Given Intensive Skimming and Scanning
5	Writing	<ul style="list-style-type: none"> General tips in IELTS Writing Vocabulary in IELTS writing
6	Writing	IELTS Writing Part 1
7	Writing	IELTS Writing Part 2
8	Speaking	<ul style="list-style-type: none"> Introduction Short Presentation Discussion
9	Review	Overall review and exercise

Meanwhile, for non-English department students or participants with English Proficiency below B1 level based on CEFR, the course will last for 16 meetings with the following schedule.

Meeting	Skills	Sub-skills/Details
1	Listening	<ul style="list-style-type: none"> Listening for words and numbers; Listening for directions and descriptions
2	Review	<ul style="list-style-type: none"> Grammar and Vocabulary
3	Listening	<ul style="list-style-type: none"> Listening for academic discussions Listening for academic presentation/talk
4	Review	<ul style="list-style-type: none"> Exercise and discussion
5	Reading	<ul style="list-style-type: none"> Paragraph Heading and sentence completion Guessing meaning from context
6	Review	<ul style="list-style-type: none"> Grammar in reading
7	Reading	<ul style="list-style-type: none"> True/False/Not Given Intensive Skimming and Scanning

8	Review	<ul style="list-style-type: none"> • Exercise and discussion
9	Writing	<ul style="list-style-type: none"> • General tips in IELTS Writing • Vocabulary in IELTS writing
10	Grammar in Writing	<ul style="list-style-type: none"> • Grammar in IELTS Writing
11	Writing	IELTS Writing Part 1
12	Review	Exercise and discussion
13	Writing	IELTS Writing Part 2
14	Speaking	<ul style="list-style-type: none"> • Introduction • Short Presentation
15	Speaking	<ul style="list-style-type: none"> • Discussion • Review
16	Review	Overall review and exercise

3. Post-test

Post-test is conducted to identify the initial achievement of each student after the lessons are wrapped-up. The post-test will consist of 4 sections: Listening, Reading, Writing, and Speaking with the following time allocation for each section.

Sections	Time Allocation for test
Listening	40 minutes
Reading	60 minutes
Writing	60 minutes
Speaking	10-15 minutes/ student

VI. Evaluation

The training program is evaluated regularly after the post-test is completed by having short interview with some of the students. Moreover, the result of the tests, and also the interaction during every lesson are reported to the Head of English Education Study Program as the supervisor.

This Standard Operating Procedure of IELTS Training for Students is created to be applied accordingly.