



Intensive English Program Northwest College

ESOL 0355 – Advanced Grammar for Foreign Speakers

CRN 28001 – Fall 2014

Spring Branch Campus– Room 709 | Tuesday, Thursday 12:00-2:30 p.m.
3 hours lecture / 2 hours lab / 80 hours per semester/16 weeks

Class Dates: 08/25/2014-12/14/2014

Instructor: Elaheh Khadembagha

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Learning Website: <http://learning.hccs.edu/faculty/Elaheh.Khadembagha>

Prerequisites

A passing grade in ESOL 0352 or, for incoming students, placement exam cut-offs

Course Description

A continuation of ESOL 0352, this course provides a review of both essential and finer points of the grammatical structural features of formal written English. Emphasis is placed on active production and error analysis of Standard English.

Course Statement of Purpose

This course seeks to prepare students for college-level academic or workforce study by accomplishing the following objectives:

- Students build on the syntactic knowledge that they have gained in previous study of English grammar, while being introduced to more advanced structures as well as the finer nuances involving tense and aspect of English verbs.
- Students strengthen their abilities to produce the new grammatical structures in a variety of communicative contexts.

Student Learning Outcomes

After completing this course, students should be able to:

1. Demonstrate a working knowledge of all of the English verb tenses;
2. Transform active sentences into passive sentences, and vice versa;
3. Transform discourse into complex sentences using noun clauses;
4. Combine simple sentences into complex sentences using adverbial clauses.

Learning Objectives Leading to the Outcomes Above

- 1.1 Demonstrate a working knowledge of simple tenses: present and past;
- 1.2 Demonstrate a working knowledge of progressive tenses: present, past and future;
- 1.3 Demonstrate a working knowledge of perfect tenses: present, past and future;
- 1.4 Demonstrate a working knowledge of combinations of tenses, e.g. past perfect progressive;
- 1.5 Demonstrate a working knowledge of combined tense forms using modal verbs, e.g. *should have . . .*, *must have . . .*, etc.

- 2.1 Accurately describe the structure of the passive verb form;
 - 2.2 Summarize the conditions in which the passive verb form is preferred;
 - 2.3 Transform active sentences into passive sentences;
 - 2.4 Transform passive sentences into active sentences.
- 3.1 Distinguish between direct quotation and indirect quotation (reported speech);
 - 3.2 Accurately transform sentences using direct quotation into sentences using indirect quotation, using the appropriate sequence of tenses, pronoun transformation and other required changes;
 - 3.3 Accurately parse a sentence with an embedded quotation or question, identifying the basic parts of that sentence (subject + predicate);
 - 3.4 Transform two simple sentences into an appropriate complex sentence using the process of nominalization to turn one sentence into a noun clause in the other.
- 4.1 Accurately distinguish classes of subordinating conjunctions according to function (time, causality, condition, reason, concession, comparison, contrast, etc.);
 - 4.2 Transform simple sentences into complex sentences using appropriate subordinating conjunctions;
 - 4.3 Demonstrate a working knowledge of construction of conditional sentences according to their truth conditions (i.e. real v. unreal) and time (i.e. present v. past);
 - 4.4 Accurately distinguish between the meaning of sentences containing *wish* and that of sentences containing *hope*.

Instructional Methods

Readings with a grammar focus
 Listening activities to hear the grammar in spoken English
 Writing whose purpose is to use the grammar
 Student-produced dialogs using the language (pairs or groups)
 Activities for spoken practice of grammar
 In lab, grammar computer programs, writing activities using the grammar
 In lab, grammar book exercises
 Error correction exercises
 Discovering or recalling the grammar from example sentences
 Exercises in the course book or on handouts
 Lectures

Student Assignments

Written exercises from the grammar book or handouts
 Listening exercises for grammar and pronunciation of grammar
 Dialogs and written work using the grammar
 Homework exercises

Assessments

Chapter tests
 Quizzes (some unannounced) on work covered in class and on homework or topics we have been studying
 A midterm examination and a final examination

Dictionaries and electronic devices are not allowed in tests and quizzes.

Instructional Materials

Understanding and Using English Grammar, 4th edition, Azar (Pearson Longman Publishers)
 ISBN: 0132333333

Dictionary: *Oxford Advanced Learner's Dictionary* **OR** *Longman Dictionary of American English*
 notebook and 8 ½ X 11 lined paper highlighter computer flash drive

16-WEEK COURSE CALENDAR – Advanced Grammar *Understanding and Using English Grammar*

Week	Chapters, Exams, and Quizzes	Chapter Content
Week 1 8/25-8/28	Introductions, orientation, diagnostics Chapter 1	Overview of Verb Tenses
Week 2 9/1-9/4	Chapter 2 Chapter 3 *9/1 – Labor Day (No Classes)	Present and Past; Simple and Progressive Perfect and Perfect Progressive Tenses
Week 3 9/8-9/11	Chapter 4 Chapter 5	Future Time Review of Verb Tenses
Week 4 9/15-9/18	Test #1 (Chapters 1-5) Chapter 7	Chapters 1-5 Nouns
Week 5 9/22-9/25	Chapter 7 cont. Chapter 8	Pronouns
Week 6 9/29-10/2	Chapter 9	Modals, Part 1
Week 7 10/6-10/9	Chapter 10	Modals, Part 2
Week 8 10/13-10/16	Test #2 (Chapters 7-10) Midterm Grade/Attendance Reports Chapter 11	Chapters 7-10 The Passive
Week 9 10/20-10/23	Chapter 11 cont. Chapter 12	Noun Clauses
Week 10 10/27-10/30	Chapter 13	Adjective Clauses
Week 11 11/3-11/6	Test #3 (Chapters 11-13) Chapter 14	Chapters 11-13 Gerunds and Infinitives, Part 1
Week 12 11/10-11/13	Chapter 14 cont. Chapter 15	Gerunds and Infinitives, Part 2
Week 13 11/17-11/20	Chapter 20	Conditional Sentences and Wishes
Week 14 11/24-11/27	Chapter 20 cont. Test #4 (Chapter 14, 15 & 20) *11/27 – Thanksgiving (No Classes)	Chapters 14, 15, 20
Week 15 12/1-12/4	Review for Final Examination	
Week 16 12/8	Final Examination	

(The instructor may change this calendar if needed)

HCC Grading Scale

90-100% =A 80 – 89% = B 70 – 79% = C Below 70% = IP or F (not passing)

ESOL 0355 Grading Formula

Chapter Tests (4)	40%
Quizzes/Midterm	20%
Other	20%
Final Examination	<u>20%</u>
	100% (Note: Assessment = 80% and Other = 20%)

*Instructors should specify assessment items and percentage breakdown on their syllabi. Assessment should include tests, quizzes, midterm, if given, and final examination (which must count for 20% of the course grade).

*Instructors should specify “Other” items and percentage breakdown on their syllabi. “Other” could include classwork, homework, Computer Lab, and/or Eagle Online assignments.

12-WEEK COURSE CALENDAR – Advanced Grammar

Week	Chapters, Exams, and Quizzes	Chapter Content
Week 1 9/22-9/25	Introductions, orientation, diagnostics Chapter 1 Chapter 2 Chapter 3	Overview of Verb Tenses Present and Past; Simple and Progressive Perfect and Perfect Progressive Tenses
Week 2 9/29-10/2	Chapter 3 Chapter 4	Perfect and Perfect Progressive Tenses Future Time
Week 3 10/6-10/9	Chapter 5 Test #1 (Chapters 1-5)	Review of Verb Tenses
Week 4 10/13-10/16	Chapter 7 Chapter 8	Nouns Pronouns
Week 5 10/20-10/23	Chapter 9 Chapter 10	Modals, Part 1 Modals, Part 2
Week 6 10/27-10/30	Chapter 10 Test #2 (Chapters 7-10) Midterm Grade/Attendance Reports	Modals, Part 2
Week 7 11/3-11/6	Chapter 11 Chapter 12	The Passive Noun Clauses
Week 8 11/10-11/13	Chapter 13 Test #3 (Chapters 11-13)	Adjective Clauses Chapters 11-13
Week 9 11/17-11/20	Chapter 14 Chapter 15	Gerunds and Infinitives, Part 1 Gerunds and Infinitives, Part 2
Week 10 11/24-11/27	Chapter 20 Test #4 (Chapter 14, 15 & 20) *11/27 - Thanksgiving	Conditional Sentences and Wishes
Week 11 12/1-12/4	Review for Final Examination	
Week 12 12/8-12/11	Final Examination	

(The instructor may change this calendar if needed)

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	100% (Note: Assessment = 80% and Other = 20%)

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*Instructors should specify "Other" items and percentage breakdown on their syllabi. "Other" could include classwork, homework, Computer Lab, and/or Eagle Online assignments.

PROGRAM AND ESL DISCIPLINE REQUIREMENTS

Basic Requirements for ESOL 0355

Students in 0355 Advanced will fulfill the following:

- A minimum of three chapter tests + a midterm examination, or four chapter tests, all of which must test for both recognition and production of grammatical structures within a communicative context
- A lab program consisting of grammar exercises correlated to the grammar presented in the "lecture" classes
- A final examination

INSTRUCTOR'S REQUIREMENTS

The teacher needs to:

- Create a rich environment for learning and student interaction.
- Give students extra learning resources in class and in lab on topics connected to the course
- Make classes, projects, tests, assignments, policies, dates, and regulations clear.
- Tell students about important HCC policies such as attendance and academic honesty (no cheating).
- Make arrangements to be available to students when they need help or have questions.
- Give help when needed
- Provide grading scales and assessment.
- Make a class calendar available.

To succeed in college the students need to:

- Work hard, attend all classes, and be on time. Good attendance + hard work = SUCCESS
- If you are absent for all or part of a class, you are responsible for contacting the instructor as soon as possible to find out what you missed and to find out if the work can be made up.
- Pay attention, listen carefully and ask questions. Listen and be respectful to other students' contributions.
- Create a good learning environment. *Turn off cell phones or use vibrate mode for emergencies.* No Texting in class.
- Concentrate. Use English only in class time and sit next to someone who doesn't speak your language.
- Eat well for energy. The brain needs good food. Eat breakfast at home and lunch in break times.
- Do homework. The brain learns by seeing new words and ideas many times in different ways.
- Do your own work and learn. Copying from the Internet and other sources is not learning.
- Read, write, listen and speak English in daily life through TV, neighbors, students and coworkers, and volunteering in the community.
- Use technology for learning online in English learning sites.

Late homework: If homework is one day late without a reason that is acceptable to your instructor, the grade will go down 25 points. Two days late = 50 points down. Late homework will not be accepted after the second day. If you miss classwork, you cannot receive full credit for making it up.

Missed examinations or quizzes: Please do not be absent on in-class essay days. Missed examinations or quizzes can be made up only if you can provide what your instructor considers an acceptable reason for having a second chance.

CLASSROOM BEHAVIOR

NO CELL PHONE USAGE IN CLASS WILL BE PERMITTED.

Treat your classmates and teacher with respect. Use English. Make the most of your class time by

actively participating in discussions and activities. Turn off your cell phone during class. If you are expecting an emergency call, ask your instructor's permission to leave your cell phone on vibrate.

Use of Camera and/or Recording Devices

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Misuse of Electronic Devices in the Classroom

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly prohibited. If an instructor **perceives** such use as disruptive and/or inappropriate, the instructor has the right to terminate such use. If the behavior continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the Dean of Student Services.

Disruptive Behavior: Students who conduct themselves in a manner that significantly interferes with college teaching, research, administration, disciplinary procedures or other authorized college activities (including its public service functions) on the college premises will be subject to disciplinary action. Any student who behaves in this way may be required by the instructor to leave the classroom and be counted absent for the rest of that class period.

HCC Policy Statement: Academic Dishonesty

Any form of copying, cheating, or plagiarism will result in a grade of 0 for the assignment. The instructor will decide whether to permit you to make up the work, and under what circumstances it might be made up. If you are charged with academic dishonesty, pleading ignorance of the rules will not help you.

Penalties and/or disciplinary proceedings may be initiated by HCC officials against a student who is accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.

See the HCCS Student Handbook for further information.

HCC Policy Statement: Attendance

According to the HCC Student Handbook, you may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For Intensive English if you exceed a total of 10 hours (12.5%) of absence in any class, including labs, you can be dropped from **all** Intensive English classes. This will make F1 students out of status and cause visa problems. If you are absent, it is your responsibility to contact your instructor to find out what you have missed and whether it is possible to make up the work. If you do not take this responsibility, you risk receiving grades of zero and not being allowed to make up the work. No absences are excused. Class attendance leads to class success.

Tardiness and in-class time absence

Classes and tests begin on time. Lateness of ten minutes or more counts as a class or lab absence. You can enter the classroom, but you will be counted absent. Lateness after break times, leaving early or disappearing for more than ten minutes during class or lab are also counted as absences. Improper use of technology during class time or lab time are also counted towards your absences (1 warning = 1 tardy and 3 tardies = 1 absence) Chronic lateness may result in change in policy for individuals.

HCC Withdrawal Deadline

To drop a class, you must speak with a counselor or an advisor. The last day students may withdraw or be dropped from a class with a grade of W is **Monday, October 31, 2014 before 4:30 p.m. or Monday, November 10 before 4:30 p.m.** Students who have excessive absences after that date will receive the grades they earn. ***Note: International students will be out of status if they drop or are dropped from their classes and may have to return to their countries. Speak with a counselor or an advisor before dropping classes to make sure you understand the procedures.***

HCC Policy on Students Repeating a Course for the Third Time

Repeating students:

Grades of IP or F are failing grades; the student will have to repeat the course. A student who fails a class for the second time must receive a grade of F for that class. Students who repeat a course for three or more times will have to pay a higher tuition fee at HCC and other Texas public colleges and universities. *If you are having trouble in class, talk to your teacher and get help from a tutor.* Get other assistance from a counselor before withdrawing or for advice if your grades are not passing.

HCC Policy Statement: ADA

Services to Students with Disabilities Students who require reasonable accommodations for disabilities are encouraged to report to Mahnaz Kolaini at 713-718-5422 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office. Please see this website for more information: <http://hccs.edu/student-rights>

HCC Policy on Sexual Harassment

Sexual harassment in any form is not tolerated at Houston Community College. It is a violation of HCCS policy for an employee, agent, or student of the college to engage in sexual harassment as defined in the EEOC guidelines (EEO/AA Compliance Handbook 47). See HCCS Student Handbook for more information.

EGLS3: Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Important Dates and Holidays (16 Weeks)

IEP classes begin	August 25
Labor Day	September 1
Official Date of Record	September 8
Last Day for Administrative/Student Withdrawals	October 31
Thanksgiving	November 27
Last day of classes	December 7
Final Examinations	December 8-11
Semester Ends	December 14

Important Dates and Holidays (12 Weeks)

IEP classes begin	September 22
Official Date of Record	September 30
Last Day for Administrative/Student Withdrawals	November 10
Thanksgiving	November 27
Last day of classes	December 7
Final Examinations	December 8-11
Semester Ends	December 14

