



## **Intensive English Program Southwest College**

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### **ESOL 0355 – Advanced Grammar for Foreign Speakers**

CRN 26710 -- Fall 2012

Gulfton Center – Room 215 | 8:30 – 11:00 a.m. | Tue.

3 hours lecture / 2 hours lab / 80 hours per semester/16 weeks

**Class Dates:** 8/27/2012 – 12/12/2012

**Instructor: Kathy Najafi**

**Instructor Contact Information:** e-mail: [Kathy.najafi@hccs.edu](mailto:Kathy.najafi@hccs.edu)

phone: 713-718-7750

Learning Website <http://learning.hccs.edu/faculty/kathy.najafi>

Eagle Online Information:

<http://smartipantz.perceptis.com/hccs/content/showcontent.aspx?id=147&type=local>

### **Office location and hours: Gulfton Center, by appointment**

Please come to see me if you have any questions or concerns. It's better to ask questions before you have problems with tests or homework. Contact me if you have been absent to arrange a time to hand in the homework and to discuss what you missed.

### **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*.

### 16-WEEK COURSE CALENDAR

Week 1 08/27	Chapters 1-2 Introductions, orientation, diagnostic work
Week 2 09/03	Chapters 3-5
Week 3 09/10	Continuation of Chapters 3-5
Week 4 09/17	<b>Test #1 Chapters 1-5</b> Chapter 20
Week 5 09/24	Continuation of Chapter 20 Chapter 11
Week 6 10/01	Continuation of Chapter 11
Week 7 10/08	<b>Test #2 Chapters 20 and 11</b> Chapter 8
Week 8 10/15	Chapters 14-15 <b>Midterm Examination</b> Midterm reports
Week 9 10/22	Chapter 12

Week 10 10/29	Chapter 13
Week 11 11/05	Continuation of Chapter 13 <b>Test #3 Chapters 12-13</b>
Week 12 11/12	Chapter 9
Week 13 11/19	Chapter 10
Week 14 11/26	Chapters 7-8
Week 15 12/03	<b>Test #4 Chapters 7-10</b> Review for final examination
Week 16 12/10	<b>Final Examination</b> <b>(The instructor may change this calendar if needed)</b>

### 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

### 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

**Late homework:** The majority of your homework will be done online. 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.

### 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.**

**Missed examinations or quizzes:** Please do not be absent on testing days. Major exams such as Mid-Terms and Finals cannot be made up. Speak to your instructor about a missed quiz.

### Instructional Materials

*Understanding and Using English Grammar*, 4<sup>th</sup> edition, Azar (Pearson Longman Publishers)

### 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.

### **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 student's 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.

The instruction in this course is lecture and lab based. Because this course was designed as a hybrid course, instruction will be 50% in-class and 50% computer-based instruction.

Hybrid courses meet half the time in a traditional face-to-face classroom environment and deliver the remainder of the course presentation, interaction, activities, and exercises through various electronic means (online, Blackboard, podcasts, online video and audio formats, and new technologies as they become available). Instructors and students should be prepared to spend as much time engaged in course activities as in a traditional class, even though they will not be physically present in the classroom for all of it. In addition, the electronic and face-to-face portions of hybrid classes will be apportioned weekly so that every week during the semester the students will have 50% face-to-face instruction and 50% electronic instruction. (*Houston Community College 2010-2011 Catalog p. 46*)

### **Tardiness and in-class time absence**

Classes and tests begin on time. Lateness of five 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 five minutes during class or lab are also counted as absences. Texting, using

social networking sites, or other improper use of technology during class time or lab time are also counted towards your absences (1 warning = 1 tardy).

### **HCC Withdrawal Deadline**

To drop a class, you must speak with a counselor or an advisor. The nearest place to see one is in Gulfon Room 117. The last day students may withdraw or be dropped from a class with a grade of W is Friday November 2<sup>nd</sup> 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. Students should get help so that they will not fail. Tutoring is also available at Gulfon Center on Tuesdays, Wednesdays and Thursdays from 1:30 to 2:30 in Room 121 and on Fridays from 9:00-11:00 in the Audio Lab. Evening tutoring is available on Tuesdays from 6:30 to 7:00 p.m. in the Audio Lab.

### **HCC Policy Statement: ADA**

Services to Students with Disabilities Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 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.

### **CLASSROOM BEHAVIOR**

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. (Please see the Attendance Policy for this class.)

**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.

## **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

### **HCC Grading Scale**

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

FX = Failure due to excessive absence

### **ESOL 0355 Grading Formula**

Unit Tests	40%
Mid-Term Exam	20%
Final Exam	20%
Homework	15%
Participation	<u>5%</u>
	100%

### **Important Dates and Holidays**

IEP classes begin	August 27
Labor Day Holiday (HCC is closed)	September 3
Last Day for Administrative/Student Withdrawals	November 2 at 4:30 PM
No Night Classes before Thanksgiving	November 21
Thanksgiving Holiday (HCC is closed)	November 22-25
Last day of classes	December 6
Final Examinations	December 10-12
Grades available to students	December 21
HCC offices will be closed	December 19-January 1