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Engl 04 Spring 2013  
Grammar and Composition for ESL  
Office Phone: 355-6171  
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Office #1716 (across from the tennis courts)  
Office hours: M/T/W/Th 9:00 - 10:00 am

## Welcome

**Objectives:** By the end of this course you should have the ability to utilize a variety of intermediate to advanced grammatical structures in a written paragraph form.  
Structure #1– the simple, progressive, and perfect verb tenses; Structure #2-- clauses;  
Structure #3–conditionals; Structure #4–modals; Structure #5–gerunds/infinitives

**Outcomes:** Demonstrate understanding of dependant and independent clauses with correct punctuation to create sentences; identify and use adjective clauses to solve various life problems; demonstrate the knowledge of noun clauses by creating sentences using them.

**Required Texts:** --Focus on Grammar 4, A High-Intermediate Course for Reference and Practice, 4th Ed. Student Book and Workbook, 4<sup>th</sup> Edition (NEW EDITION)

**Suggested Resources:** Thesaurus, Dictionary

**Attendance:** You will be dropped if you are absent for more than one week of class hours. One week of class hours equals 5 hours. Counseling and financial aid appointments are not excused absences. I will take role at the beginning and at the end of the class. If you are 5 to 15 minutes late, you will be marked late. If you come in late, do not interrupt the class proceedings. Come in and find your seat quietly. NOTE: The last day to drop with a "W" is April 13. It is YOUR RESPONSIBILITY to drop using WebSTAR. *If you have 3 consecutive absences after the last day to drop with a "W", you will receive an "F" for your semester grade.*

### **Grading:**

Homework/Written Assignments/Workbook/Participation	10%
Lab Work Completion	10%
Quizzes/Grammar to Writing /Written Assignments	20%
Unit Tests	30%
Final Exam	30%

90 + = A    80 - 89 = B    70 - 79 = C    60 - 69 = D    59 - = F

**Homework/Written Assignments/Workbook/Participation:** Please write your name, date, class code, and page number to identify your homework. Homework is due at the beginning of the class. I will not accept homework that does not have the class code and page number written on it. Your written assignments from the units will be in academic paragraph, letter, and web page form. For our class, an academic paragraph should be between 6-10 sentences. Chatting, repeated exits from the classroom, sleeping, and doing other homework, etc. do not show good participation and are disruptive to the class. ☹ ☹ ☹

Lab Work Completion: I will assign all lab work from *English Discoveries* in class. I will tell you the due date for each assignment. You will receive a record sheet at your lab orientation.

Quizzes/Written Assignments: You will have announced and unannounced quizzes each week. Your written assignments will include the Grammar to Writing section of the unit. You will be graded on grammar, content and format.

Unit Tests: Each test will have two sections. You will be tested on the grammar structures of each unit, and you will write a paragraph using those grammar structures.

Final Exam: Final exams will be given on the first class meeting during finals week, and the final will be conducted in the same classroom where the class meets during the semester. If an instructor feels that more than one hour is needed to complete the final, he/she can opt to have students meet for a second time during finals week. For more information, please contact the Instruction Office at 760-352-8320 ext. 214.

**There will be no late or make up exams, homework, quizzes, etc. unless you have spoken to me before the due date or testing date.**

Cheating and Plagiarism: **Bad!! Bad!! Bad!!** Do I really have to say it? Do not turn in duplicate copies of your classmate's homework. If you are cheating on an exam or quiz, you will receive no credit.

Diane's pet peeves: (things that irritate her) talking during instruction; open-mouthed yawns; chewing gum in class; wearing sunglasses and/or hats in class; whining about anything, taking bathroom breaks everyday. If you disrupt the class, I will ask you to leave the classroom.

Any student with a documented disability who may need educational accommodations should notify me or the Disabled Student Programs and Services (DSP&S) office as soon as possible. DSP&S Health Sciences Building, Room 2117 (760) 355-6312

Helpful Hints: Be sure to complete review for each unit. From Grammar to Writing sections in each part will count as quizzes. Be sure to read through and review the appendices at the back of your book. Be sure to look for the reference notes after the grammar notes. They give important information found in the appendices. See page 5 of the textbook for an example.

Please feel free to call me or come see me in my office if you have any questions. Tutors are also available to help you. Take advantage of this service. Don't get an attitude that says I don't need help, and don't wait until the last minute to ask for help.

Class Contacts: Name \_\_\_\_\_ Phone \_\_\_\_\_  
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*I know you can do this.  
Believe*

<b>Week 1</b> Jan 14	Intro, Syllabus, Review <u>Focus on Grammar 4</u> , <b>Part I Present &amp; Past</b> Punctuation; review tenses--simple, perfect, progressive; writing requirements	
<b>Week 2</b> Jan 21 Mon Hol	Textbooks Required Part I--Units 2, 3, & 4 Complete workbook units 3 and 4. See note below.	Pgs. 13-21 Pgs 26-37 Pgs 38-54
<b>Week 3</b> Jan 28	Units 3 & 4 continued From Grammar to Writing	Pgs. 55-57
<b>Week 4</b> Feb 4 Fri/Sat Hol	Exam Part I <b>Part II Future</b> Part II--Unit 5	Pgs. 59-78
<b>Week 5</b> Feb 11	Exam Part II <b>Part IV Gerunds &amp; Infinitives</b> Part IV--Unit 9	Pgs 138-155
<b>Week 6</b> Feb 18 Mon Hol	Part IV--Unit 10 Exam Part IV	Pgs. 156-167
<b>Week 7</b> Feb 25	<b>Part VI--Adjective Clauses</b> Part VI--Unit 13	Pgs. 206-220
<b>Week 8</b> Mar 4	Part VI continued	
<b>Week 9</b> Mar 11	Part VI--Unit 14 From Grammar to Writing Exam Part VI	Pgs. 221-236 Pgs. 237-238
<b>Week 10</b> Mar 18	<b>Part VII--Modals</b> Part VII--Unit 16	Pgs. 257-269
<b>Week 11</b> Mar 25	Part VII--Unit 17 Exam Part VII	Pgs. 270-284
<b>Apr 1-6</b>	<b>Spring Break (campus closed)</b>	
<b>Week 12</b> Apr 8	<b>Part IX--Conditionals</b> Part IX--Unit 21	Pgs. 340-355
<b>Week 13</b> Apr 15	Part IX--Unit 22	Pgs. 356-368
<b>Week 14</b> Apr 22	Part IX--Unit 23	Pgs. 369-383
<b>Week 15</b> Apr 29	Part IX-Unit 24 Exam Part IX	Pgs. 384-398
<b>Week 16</b> May 6	Final Exams begin (come to class one day only for the test)	

\*\*\*Subject to Change

NOTE: Complete workbook units at the same time as the textbook units

