

Basic Course Information

Semester:	Fall 2025	Instructor Name:	Leticia Pastrana
Course Title & #:	ESL 004 Grammar & Comp. for Intermediate ESL	Email:	Leticia.pastrana@imperial.edu
CRN #:	11397	Webpage (optional):	
Classroom:	Online	Office #:	405
Class Dates:	August 11, 2025 to December 6, 2025	Office Hours:	Online via Pronto or email: Monday, Tuesday, Wednesday and Thursday from 2:00-3:00 pm and in person room 405 Thursday 4-6 pm.
Class Days:	Online no class meetings	Office Phone #:	(760) 355-6336
Class Times:		Emergency Contact:	Lency Lucas Division Secretary (760)355-6337
Units:	5	Class Format/Modality:	Online with no class meetings

Course Description

ESL 004 is an integrated grammar and writing course designed for students who want to develop English language skills at the intermediate level. Students learn and use grammatical structures found in academic English. Students also extend their knowledge of, and their ability to write, academic paragraphs. This course may be taken concurrently with other Level 4 ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 005. CEFR B1. (Nontransferable, nondegree applicable)

Course Prerequisite(s) and/or Corequisite(s)

ESL 003 or appropriate placement.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to: 1. Correctly form and use verbs in a variety of tenses (ILO 1, ILO 2). 2. Write and/or identify a variety of sentences (simple, compound, complex, compound-complex), including questions and negatives (ILO 1, ILO 2). 3. Write a topic sentence with a topic and controlling idea (ILO 1).

Course Objectives

Upon satisfactory completion of the course, students will be able to: 1. Can produce straightforward connected texts (paragraphs and short papers) on a range of familiar subjects using a variety of sentence structures (simple, compound, complex); 2. Can develop content, organization, and coherence to communicate effectively in written work. 3. Can use basic punctuation (commas, periods, and question marks), capitalization, and formatting. 4. Can recognize and correct errors in own and other's writing including: subject/verb agreement, verb tense, modal use, sentence errors, and punctuation. 5. Can use a wide range of vocabulary appropriately when discussing familiar topics and every day situations such as family, hobbies and interests, work, travel and current events.

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Textbooks & Other Resources or Links

There is no textbook for you to purchase for this class. You will need to access course work in three

1. First, here on Canvas. These will appear as quizzes which are really activities for you to complete as well as class discussion boards and think and reflect questions.
2. Second, you will also have to access an outside website to complete grammar practice exercises. The website is free to you. You do not have to pay anything to access it and the activities will directly link to the site.
3. Third, you will have to complete your writing assignments on the Forge word processor. You will write your homework from beginning to end. You cannot write somewhere else and then copy and paste. For example you cannot write with paper and pen and then type up your assignment. For writing assignments, you will need continuous access to the internet while you are working. You will [create an account here](#), and then use the class code to join the class: LP-PUCNP

Recommended Text

A good dictionary can be a good friend and can help you improve your writing. One of the best dictionaries for English language learners is the [Longman Dictionary of Contemporary English](#)[Links to an external site.](#). The Longman dictionary will not only give you the definition of a word, but also provide examples of how to use the word correctly in a sentence. Additionally, you can hear the word pronounced in both British and American English. To access the dictionary, go to <https://www.ldoceonline.com/>

Course Requirements and Instructional Methods

This class is an online course with no online or in person class meetings. It is VERY important for you to make sure you do your work each week! Because of the flexibility to complete your work, deadlines WILL NOT be extended. Manage your time. Do not try to complete your assignments in one day. It will be too much for you to do and too much for your brain to handle. "Online" does not mean "easy". If you do not do your work, or you do not submit your work when it is due, you will not pass the class. Communicate in English in class. This course is designed to help you improve your speaking and listening skills in English. If you do not practice using English or do not use English to communicate in class with your teacher and your classmate, your progress will be slower. You may be expected to speak in English in the following contexts: (1) with a partner; (2) in a small group; (3) with your teacher; (4) in recorded, online assignments; (5) with strangers in out-of-class assignments.

I expect that you will consistently check the Announcements in Canvas, review the Calendar for due dates, participate in weekly Discussions, turn in your own work and complete all assignments, discussions and online quizzes/exams on time.

Success: Acquiring another language requires focused effort. You must study, speak, read, and listen to English as much as you possibly can outside of class. College guidelines suggest that you study two hours for every hour of class. Since this is a five-hour class, this would mean that you are expected to study or participate in some other learning activity for an additional ten hours every week.'

Instructional Methodology: Demonstration Discussion Group Activity Individual Assistance Lecture Distance Learning Audio Visual Computer Assisted Instruction

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.



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Course Grading Based on Course Objectives

Grammar Practice (Canvas and Ellii	20%
Discussion Forums	15%
Think and Reflect	5%
Writing: Editing Practice	20%
Writing Assignments	25%
Midterm and Final Exam	15%
TOTAL	100%

A = 90 – 100% (passing grade) B = 80 – 89% (passing grade) C = 70 – 79% (passing grade) D = 60 -69% (non-passing grade)
F = 59% and below (non-passing grade)

Late Policy: Anything due that must be submitted in Canvas or Ellii can be submitted up to 6 days late. Anything submitted after the deadline will receive a deduction.

Discussions are due by the deadline and will not be accepted late.

Writing assignments will be completed on the Forge word processor. Assignments can only be submitted late with instructor approval. If you don't get instructor approval, the assignment will automatically submit whatever you have completed on the due date. Extensions with instructor approval will extend the deadline.

Academic Honesty (Artificial Intelligence -AI)

What's Academic Honesty? IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification. I expect that all students will conduct themselves with integrity.

In our class, all of your papers will be written in the Forge. The Forge is an instructional tool where you will write all your assignments from start to finish. It has a word processor which will show all your work. In this tool, work that is copy and pasted will be highlighted. The expectation is that all work will be written directly in the Forge word processor so that large amounts of pasted language will be considered as plagiarized work either from another source or AI.

All students in my class are held to the highest academic honesty standards. Please help keep this a positive learning environment for all students by doing your own work.

The following are some examples of plagiarism and/or cheating:

- buying or copying papers;
- plagiarizing or copying chunks of text and then claiming them as your own;

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- getting someone else to write papers or to take quizzes or tests for you;
- doing someone else's work for them; • copying others' homework and handing in others' work as your own;
- submitting an assignment/journal that was completed for a different course;
- Sharing information with another person during a test or exam;

*Summary: You may not copy or use material written by another person unless there is proper citation. Cheating or plagiarizing in any form will result in a "zero" for the assignment and/or referral to the Dean of Language Arts. For a complete description of academic honesty policies, see the Imperial Valley College Catalog (www.imperial.edu) Artificial Intelligence (AI) Artificial Intelligence (AI) should not be used without permission from your teacher. This includes using:

- ChatGPT • Grammarly • Grammarly Pro • You.com • Microsoft Co-Pilot

Course Policies

When do modules open and close? You have one week to complete each module. Modules open on Sunday morning and close at 11:59 pm Monday night.

Can I complete work when I want? Yes, you can! However, you must complete each module by the deadline. (Monday night at 11:59 pm).

Attendance: Any student who does not complete the orientation unit or take at least one practice quiz by the end of the first day of class will be dropped. If you want to add the class, there must be space in the class. I do not drop students at any other time during the semester.

Regular participation is required. Participation includes:

- o Posting and responding in weekly discussions;
- o Completing weekly work on Canvas;
- o Completing weekly work in Ellii;
- o Submitting your writing work on time on the Forge;

If there is a problem with completing your work (such as being in the hospital or being sick), please let me know. I am willing to help you, but you need to make sure you communicate with me.

Participation: To ensure your success, plan to participate in all class activities! There are many ways that we can participate, collaborate, and share ideas in an online environment. Here are a few:

- Contribute and share ideas in group discussion boards.
- Attend virtual office hours to ask questions when you do not understand something.
- Reading information from the instructor as well as classmates.
- Be prepared and complete homework before due dates.
- Turning in assignments, quizzes, homework on-time



If you are feeling lost and need a study buddy, then send me an e-mail and I can pair you up with a fellow classmate. What happens if I don't participate? You may be dropped if you are no longer actively participating in the course, logging into Canvas, and engaging in course material.

Active participation includes logging into Canvas and engaging with course content, completing and turning in homework, assignments, and quizzes. If you are unable to log into Canvas for a long period, it is your responsibility to find out everything you missed. If you have a personal problem or issue, please communicate with me and let me know what's going on before too much time has passed.

Netiquette and Respectful Use: IVC's Respectful Use and Netiquette Policy: IVC's official policy about netiquette is as follows: What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online. Students are to comply with the following rules of netiquette:

1. identify yourself,
2. include a subject line,
3. avoid sarcasm,
4. respect others' opinions and privacy,
5. acknowledge and return messages promptly,
6. copy with caution,
7. do not spam or junk mail,
8. be concise,
9. use appropriate language,
10. use appropriate emoticons (emotional icons) to help convey meaning, and
11. use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)]

Our Respectful Use and Netiquette Policy: For this course, I expect all students to be treated with respect. If someone disagrees with an opinion, it is not an opportunity for name calling or belittling. It is a time to respectfully listen, contemplate, and learn. We do not have to agree in the discussion boards, but we do have to be respectful and kind. Any instances of disrespect in a discussion or group collaboration should be brought to the instructor's attention and may result in the disrespectful student losing points or being reported to the campus disciplinary officer.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Discussion: What's in a Name? Review verb tenses (simple present, simple past, past progressive, present progressive); Review parts of speech;	Complete review exercises on Ellii: Participate in a discussion; Take a test. Assess your learning.
Week 2	Learn about clauses and phrases; Learn how to format a academic paper; Practice reviewed tenses, learn structure and elements of a narrative; Write a narrative: A Good Discussion	Test your knowledge of clauses and phrases. Practice formatting a paper for a college course. Write first draft of narrative paper
Week 3	Discussion; Review Future Tenses; Review Simple Tenses; Sentence Structure; Complete a composition; Review clauses and phrases;	Complete review exercises on Ellii: Participate in a discussion; Submit final draft of paper. Assess your learning.
Week 4	Discussion; Learn about topic sentences and controlling idea; Learn about present perfect tense; Review compound sentences	Complete review exercises on Ellii; Participate in a discussion. Test your knowledge of clauses and phrases. Editing practice 1
Week 5	Discussion; The Perfect tenses; Learn about adjective Clauses; Sentence structure: practice compound sentences	Complete review exercises on Ellii: Participate in a discussion; Test your of grammar. Write a paper. Take a test. Edit a paragraph. Assess your learning.
Week 6	Discussion, Learn about writing a recommendation, review the present progressive with for/since ; Write a recommendation draft	Complete review exercises on Ellii: Participate in a discussion; Write a draft of a recommendation, Assess your learning
Week 7	Midterm	Midterm exam and writing assignment – Submit final draft of writing a recommendation
Week 8	Discussion; The Perfect tenses, Cont. ; Conditionals 1 st and 2 nd ; Sentence Structure- learn about sentence errors, Cont.; Writing a letter of complaint-	Complete review exercises on Ellii: Participate in a discussion; Test your of grammar. Write a paper. Take a test. Assess your learning
Week 9	Discussion, analyze a letter of complaint, write a draft of a letter of complaint, practice conditionals; learn about Conditionals 3 rd , test on relative pronouns	Complete review exercises on Ellii: Participate in a discussion.



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
		Assess your learning. Work on writing assignment.
Week 10	Discussion, review sentence structure, learn gerunds and infinitives, learn about the structure of an opinion paper	Complete review exercises on Ellii: Participate in a discussion; Test your of grammar. Write a paper. Take a test. Assess your learning.
Week 11	Discussion, practice editing, identifying the structure of a paper, practice gerunds and infinitives, Sentence Structure: comma splice	Complete review exercises on Ellii: Participate in a discussion. Assess your learning. Work on writing assignment. Editing assignment
Week 12	Discussion, review gerunds and infinitives , identify the main idea of video, Write draft of a narrative paper	Complete review exercises on Ellii: Participate in a discussion. Assess your learning. Work on writing assignment.
Week 13	Discussion, learn about causatives, review modals of ability, possibility, permission, obligation, and learn about modals in the past,	Complete review exercises on Ellii: Participate in a discussion. Assess your learning. Work on writing assignment.
Week 14	Discussion, learn about parallel structure, peer editing	Complete review exercises on Ellii: Participate in a discussion. Assess your learning. Work on writing assignment.
Week 15	Review for final	
Week 16	Final exam and writing	

*****Subject to change without prior notice*****