

**CENTRAL TEXAS COLLEGE
SYLLABUS FOR DSLA 0315
GRAMMAR I (ESL)**

**Semester Hours Credit: 3
(Not Transferable)**

INSTRUCTOR: _____

OFFICE HOURS: _____

I. INTRODUCTION

- A. The purpose of this course is to provide an intensive study of basic grammar and its application in writing well-developed English sentences.
- B. This English-as-a-Second-Language (ESL) course is required for non-native speakers who have no entering TOEFL score or a score below 400 (paper-based), or 68 (Internet-based). It is needed for DSLA 0314, Writing I, and DSLA 0321, Writing II, and should be taken before, not concurrently, with other DSLA writing or developmental writing courses such as DSWR 0301 or DSWR 0302.
- C. N/A
- D. Prerequisite(s): None, but a CELT Grammar score is highly recommended. Also, if the CELT score in Listening/Speaking is under 40, then taking Listening I and Speaking I first is helpful.

II. COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to identify correct verb and pronoun forms; identify subjects, verbs, direct objects, indirect objects, predicate nouns, predicate adjectives, adjectives, adverbs, conjunctions, and prepositional phrases; distinguish between nouns taking articles and those that don't; distinguish between count and non-count nouns; form simple sentences in basic patterns; apply capitalization rules to simple sentences, change sentences from active to passive voice, change sentences from sentences to questions, and use end punctuation as needed.

III. INSTRUCTIONAL MATERIALS FOR STUDENTS

The instructional materials identified for this course are viewable through www.ctcd.edu/books

IV. COURSE REQUIREMENTS

A. Reading Assignments:

Your instructor will assign pages in the required text as needed. Announced and unannounced quizzes will be given on any materials assigned. Teachers expect students to do all assigned homework. Sometimes it will be handed in for a grade; sometimes the teacher will simply go over it in class.

B. Lab:

Your lab requirement has been incorporated by adding 30 minutes of extra time to each class meeting. Therefore, you have no outside lab work to complete.

C. Class Performance:

1. Assignments

Hand in all assignments on time. Your teacher may reduce late assignments by one (1) letter grade for each late day.

2. Examinations

- a. Be present for all examinations. All missed exams must be cleared **BEFORE** the exam. If you have an emergency, you must have a doctor's note or a note that it has been cleared through the Director of International Student Services or site personnel in an equivalent position. Otherwise, you will receive a zero
- b. If you are late for a major exam, announced quiz, or a major presentation, you will lose 10 pts. from that grade. If you are late for a major exam then a make-up time will be scheduled for you.
- c. All make-up exams will be given on one day that will be determined by the department.
- d. Cheating or any form of dishonesty will result in a zero on the exam and possible dismissal from school. Any incidents of cheating will go on your permanent school record. **All electronic devices such as cell phones and iPads must be turned off and put away out of sight while student is taking a test in the classroom or in any lab.**
- e. While in class, try not to speak in your native language. Speak English as much as possible.

D. Class Participation:

1. Attendance: Unlike some other schools, CTC requires that you attend class. The CTC Catalog states that you may be administratively withdrawn from any class when your absences exceed a total of 4 class/meetings in the spring and fall semesters and 3 class/meetings in the summer.

Students entering the classroom after class begins, leaving during class, or leaving before the class ends, disrupt the educational process. For this reason, instructors may choose to lower the student's grade for being tardy and/or leaving early an excessive number of times.

2. Length of Class: Class begins on **January 21, 2015** and it ends on **May 6, 2015**. If you arrive late or leave class early, it will count against you as an absence unless it's an emergency and it has been verified with the Director of International Student Services or the designated on-site person. It is your responsibility to know the dates of class and to be in attendance.

V. EXAMINATIONS

- A. There will be two major exams given: a midterm and a final. The final will be comprehensive.
- B. There may be weekly quizzes and homework assignments.
- C. The final exam will be given on **May 6, 2015**. You are required to be here at that time. You may not take your exam early unless you are 1) being deployed overseas or 2) moving out of the area and not coming back. This is a departmental policy. Emergencies may be cleared with your instructor who will make arrangements for you to take your exam at another date.

VI. SEMESTER GRADE COMPUTATIONS

Midterm	25%
Final	40%
Quizzes	20%
Homework	10%
Notebook	<u>5%</u>
	100%

To pass this course, you must have a 70% or above.

The following grades will be assigned for the course:

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
below 70	N	Needs to raise performance to acceptable level
	X or X(N)	Unacceptable performance due to poor attendance
	W	Withdrawal from course (by student)

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

- A. Course Withdrawal: It is the student's responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who must or desires to officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The student must sign the withdrawal form. CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

10-week session	Friday of the 7 th week
8-week session	Friday of the 6 th week
6-week session	Friday of the 4 th week
5-week session	Friday of the 3 rd week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of "W" provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "N" or "XN" for nonattendance.

- B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.
- C. Incomplete Grade: The College catalog states, an incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course. Prior approval from the instructor is required before the grade of "XN" for incomplete is recorded.
- D. Cellular Phones, Beepers, and Children: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory. Children are not allowed to sit in class or lab due to the liability issue.

- E. Americans With Disabilities Act (ADA): The Disability Support Services Program provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with federal and state laws through the DSS office.
- F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.
- G. Civility: Individuals are expected to behave in the classroom with politeness, courtesy, and respect toward the instructor and other students in the room. Failure to act with civility can result in disciplinary action up to and including expulsion from CTC.

VIII. COURSE OUTLINE

This course has been designed so that the instructor will teach to you from the text and assign exercises in your workbook and through worksheets. This course will begin with a Skills Assessment which will be due by the end of the second week of class.

- A. Unit One: *Subjects, Verbs, Pronouns, Conjunctions, Objects, and Modifiers*
1. Learning Outcomes:
 - Given 10 sentences and a base verb, you will be able to assess the needed tense and use the correct form of the base verb with 70% accuracy. (Application, Evaluation)
 - Given 3 sentences with a missing pronoun, complete 2 of the 3 sentences with the correct form of pronoun. (Knowledge)
 - Given 5 sentences, correctly identify and analyze 70% of the grammatical elements to include subjects, verbs, direct objects, conjunctions, indirect objects, predicate nouns, predicate adjectives, and modifying structures such as simple adjectives, adverbs, and prepositional phrases. (Knowledge, Analysis)
 - Give 5 sentences with missing prepositions or verb phrases containing prepositions; provide the correct preposition/verb phrase to fit the context of the sentence with 70% accuracy. (Knowledge)
 - Given a computer, successfully access grades and enrollment information in WebAdvisor.

2. Learning Activities

- a. Identify action, linking, and helping verbs. (C5-7, F1-2, F8-12)
- b. Identify nouns and subjects. (C5-7, F1-2, F8-12)
- c. Identify simple adjectives and adverbs. (C5-7, F1-2, F8-12)
- d. Identify direct and indirect objects. (C5-7, F1-2, F8-12)
- e. Identify prepositional phrases. (C5-7, F1-2, F8-12)
- f. Write simple sentences with subjects, verbs, and simple modifiers. (adjectives, adverbs, and prepositional phrases) (F2, F7, F10-12)
- g. Recognize common count and non-count nouns. (C5-7, F1-2, F8-12)
- h. Use subject, object, possessive, demonstrative, and reflexive pronouns in basic sentences. (C5-7, F1-2, F8-12)
- i. Use verb phrases, modals, count and non-count nouns, and articles in basic sentences. (C5-7, F1-2, F8-12)

3. Equipment and Materials

- a. Instructor prepared PPTs
- b. Instructor prepared handouts

4. Audio-Visual Aids

None

5. Lesson Outline from *Grammar in 15 Minutes*

- a. Lesson 1: *Nouns*
 - (1) Common and proper nouns – Practice 1, p. 16-17
 - (2) Concrete and abstract – Practice 2, p.18
 - (3) Collective – Practice 3, p. 19
 - (4) Compound – Practice 4, p. 20
 - (5) Possessive Nouns – Practice, p. 170
 - (6) Non-count and count nouns
- b. Lesson 2: *Pronouns*
 - (1) Personal
 - (2) Indefinite
 - (3) Demonstrative
 - (4) Reflexive and Intensive Practice, p. 28

- c. Lesson 3: *Verbs*
 - (1) Action – Practice 1, p. 30
 - (2) Linking - Practice 2, p. 31-32
 - (3) Helping – Practice 3, p. 33

- d. Lesson 4: *Verb Tenses*
 - (1) Simple
 - (2) Progressive
 - (3) Perfect – Practice all, p. 41

- e. Lesson 8: *Prepositions and Prepositional Phrases*
 - (1) Practice, p. 60-61

- f. Lesson 5: *Adjectives*
 - (1) Proper adjectives
 - (2) Possessive adjectives

- g. Lesson 6: *Adverbs*
 - (1) Good and well
 - (2) Bad and Badly – Practice, p. 51

- h. Lesson 9: *Conjunctions (Fanboys)*
 - (1) Coordinating conjunctions
 - (2) Correlative conjunctions
 - (3) Subordinating conjunctions- Practice, p. 67-68

- i. Lesson 10: *Subjects and Predicates*
 - (1) Simple and tricky subjects
 - (2) Simple and complete predicates – Practice, p. 77-78

- j. Lesson 16; Subject-Verb Agreement
 - (1) Conjugation of the verb BE
 - (2) Compound subjects and verbs
 - (3) Indefinite pronouns – Practice, p. 114-115

- k. Lesson 11: *Direct and Indirect Objects*
 - (1) Direct object
 - (2) Indirect object – Practice, p. 83

B. Unit Two: Articles, Capitalization, Punctuation and Creating Questions

- 1. Learning Outcomes
 - Given 10 sentences with 30 missing articles, determine/judge if an article is needed. Supply the necessary article or leave the sentence blank with 70% accuracy. (Evaluation)

- Given 2 statements, change them to questions with 100% accuracy. (Comprehension, Application)
- Given 5 sentences with count and non-count nouns, select the correct quantifying adjectives to precede the nouns with 70% accuracy. (Knowledge)
- Given 5 sentences where there is no capitalization, capitalize the appropriate words according to standard rules for capitalization with 70% accuracy. (Knowledge, Application)
- Given 5 sentences where there are punctuation errors, edit sentences according to standard rules for punctuation with 70% accuracy (knowledge, Application)

2. Learning Activities

- a. Identify articles. (C5-7, F1-2, F8-12)
- b. Identify the need for or omission of articles. (C5-7, F1-2, F8-12)
- c. Analyze sentences and apply three rules for changing statements to questions (C5-7, F1-2, F8-12)
- d. Identify common count and non-count nouns (C5-7, F1-2, F8-12)
- e. Determine the need for articles and plurals based on status of nouns: count and non-count (C5-7, F1-2, F8-12)
- f. Insert capitalization into sentences when appropriate (C5-7, F1-2, F8-12)
- g. Edit punctuation within sentences when appropriate (C 5-7, F 1-2, F 8-12)

3. Equipment and Materials

- a. Instructor prepared PPTs
- b. Instructor prepared handouts

4. Audio-Visual Aids

None

5. Lesson Outline

- a. From the Internet: *Articles*
 - (1) Download handouts under *Student Assignments* at <http://www.ctcd.edu/esl/pg-esl.htm>
- b. From the Internet: *Count and Non-count Nouns*
 - (1) Download handouts under *Student Assignments* at <http://www.ctcd.edu/esl/pg-esl.htm>

- c. Lesson 27: *Capitalization*
 - (1) Practice, p. 175
- d. Lesson 26; *Apostrophes*
 - (1) Contractions
- e. Lesson 13: *Clauses*
 - (1) Independent clauses
 - (2) Subordinates clauses
 - (3) Relative clauses – Practice, p. 96-97
- f. Lesson 14: *Combining Sentences*
 - (1) Simple sentences
 - (2) Compound sentences
- g. Lesson 15: *Fragments and run-ons*
 - (1) Fragments

C. Unit Three: *Verb Tenses, Active/Passive Voice, Sentence Patterns, and End Punctuation Marks.*

1. Learning Outcomes

- Given 150 irregular verbs, students will be able to recognize and recite the present, past and past participle forms with 70% accuracy. (Comprehension)
- Given 5 active or passive sentences, students will be able to arrange/change sentences from active voice to passive voice or passive voice to active voice with 70% accuracy. (Synthesis)
- Given 5 sentence patterns, students will be able to integrate use of 1-7 items and construct correct original sentences with 70% accuracy. (Synthesis, Evaluation)
- Given sentences, questions, or exclamations, the student will use periods, question marks, and exclamation points correctly. (Application)

2. Learning Activities

- a. Identify simple present, past, future, and progressive tenses. (C5-7, F1-2, F8-12)
- b. Identify modal auxiliaries and their uses. (C5-7, F1-2, F8-12)
- c. Recognize and recall irregular verb forms. (C5-7, F1-2, F8-12)
- d. Write basic sentences using simple present, past, future, and progressive tenses. (F2, F7, F10-12)
- e. Write simple sentences using modal auxiliaries to express correct intent. (F2, F7, F10-12)

- f. Change active voice sentences to passive and passive voice sentences to active. (C5-7, F1-2, F9-12)
- g. Use correct end punctuation: periods, question marks, and exclamation points. (F2, F7, F10-12)

3. Equipment and Materials

- a. Instructor prepared PPTs
- b. Instructor prepared handouts

4. Audio-visual Aids

None

5. Lesson Outline

- a. Review Lesson 4, *Grammar in 15 Minutes, Verb Tenses*
- b. Lesson 14, *Grammar in 15 Minutes, Combining Sentences*
(1) Complete section on Simple Sentences only
- c. From the Internet: *Active and Passive Voice*
(1) Download handouts under *Student Assignments*
at <http://www.ctcd.edu/esl/pg-esl.htm>

D. Unit Four: *Writing and Editing Paragraphs*

2. Learning Outcomes - In conjunction with writing, students will edit their work for clarity while following the rules for standard English grammar.

- Given a writing activity, students will understand the elements of simple and compound sentences (C5, C6)
- Given a writing activity, students will understand specific punctuation rules (C5, C6)
- Given example sentences, students will be able to determine the sentence types (C7, F1, F12)
- Given an activity, students will utilize a variety of sentence types utilizing specific patterns (C16, F2, F7, F12)
- Students will edit their sentences (C16, F2, F7, F12)