

California State University, San Bernardino (CSUSB)

English Language Program (ELP)

Fall 2019 Quarter

Khbrat Group B: Grammar

Instructor: Mr. Michael Buckhoff

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Class Time: 11:00-11:50 AM, Monday through Thursday

Classroom: CIG 211

Office Hours: M -TH from 7:30-8:30 am; MWF from 1:20-2:30 pm

Office: UH 301.27

I. Course Description:

Saudia Arabia's Ministry of Education states that "[Khbrat] participants who are English teachers should achieve at least a score of C1 (advanced level) on the Common European Framework of Reference or its IELTS or TOEFL equivalent."

- C1 equals a score of 95/120 on the TOEFL iBT or 587/677 on the TOEFL ITP, the test you recently took at the end of Summer Quarter 2019.
- Specifically, as it relates to the TOEFL ITP, you will need to have a scaled score of 58/68 or 34/40 (85%) correct answers on the grammar section of the TOEFL exam.

In addition, by the end of your program in June 2019, you will have completed a twenty-page research paper in which you extensively investigate a topic related to classroom research: e.g. classroom management, teaching methods, curriculum design and educational technology. Your eight-part capstone may exceed 5,000 words.

Whether you need more effective TOEFL grammar strategies or whether you need to improve your academic writing skills to complete your capstone writing project, this course will help you refine your knowledge of English grammar so that you can be successful in these and other areas important to your academic English proficiency.

II. Course Objectives:

The objectives for this course divide into TOEFL and Grammar Writing Strategies.

TOEFL Structure Strategies: Sentences with one clause, sentences with multiple clauses, reduced clauses, and inverted subjects and verbs

TOEFL Written Expression Strategies: Subject-verb agreement, parallel structure, comparatives, verb form/use problems, passive verbs, nouns, pronouns, adjectives and adverbs, articles, prepositions, and usage

Grammar Writing Strategies: Gerunds and infinitives; comma splices, run-ons, and fragments; sentence variety; conciseness; punctuation patterns (i.e., semi-colon, colon, dash, and comma), pronoun agreement; shifts; and connecting words such as prepositions, coordinators, subordinators, and transition words

III. Textbooks & Materials:

Phillips, D. (2003). *Longman Preparation Course for the Toefl Test*. White Plains, NY: Pearson Education.

Buckhoff, M. J. (2015, September 15). The 7-Step System to Pass the TOEFL iBT + Speak Clearly. Retrieved from <http://stealth.michaelbuckhoff.com/>

Buckhoff, M. J. (2019, May 23). TOEFL Grammar Resources. Retrieved from <http://bettertoeflscores.com/toefl-grammar-resources/9387/>

IV. Grading Scale:

90-100: A (Excellent), 80-89: B (Good), 70-79: C (Fair), 60-69: D (Poor), 0-59: F (Fail)

V. Assessment

1. Class Attendance and Participation	10%
2. Homework Assignments	05%
3. Diagnostic Pre-Test	05%
4. Diagnostic Pre-Test Analysis Outline	05%
5. Unannounced quizzes	25%
6. Unit Tests	35%
7. Post-Test/Final Exam	15%
TOTAL	100%

VI. Detailed Assessment Descriptions:

1. Class Attendance and Participation (10%)

So that you do not jeopardize your F-1 visa status, your attendance is required at all class meetings. You should note that your absences are recorded on a government web site closely monitored by INS. Please monitor your attendance closely, for after a certain number of absences, your grade will be negatively affected:

1st Absence = allowed

2nd Absence = allowed

3rd absence = allowed

4th absence = one letter grade deducted (A changes to B)

5th absence = second letter grade deducted (A changes to C; C changes to D)

- More than 15 minutes tardy = 1 Absence ➤ Every three (3) tardies = 1 absence
- Give the front office any doctor's notes for Visa purposes.

2. Homework Assignments (05%)

Although this course is primarily a workshop with mostly in-class assignments, homework may be assigned to help you improve your grammar proficiency. In addition, I may even allow to make some corrections to a graded in-class test or practice exercise. Whatever the reason, homework is due on the date that I announce in class in the beginning of that class.

3. Diagnostic Pre-Test (05%)

All of you already have advanced English proficiency. However, some specific grammar structures and sentence patterns are still unfamiliar. Mastering these final aspects of advanced English grammar will help you to more fully express your ideas in speaking and writing, so I need to figure out what your weak points are. Therefore, in the beginning of this course, you will take two diagnostic grammar pre-tests: 1) the Longman grammar pre-test found on page 89 of our text book, and 2) the grammar pretest at my [Online TOEFL Course](#).

4. . Diagnostic Pre-Test Analysis Outline (05%)

Based on the results of the Longman diagnostic grammar pre-test, I will put together an outline of which grammar skills we should focus on as a class. In addition, you should prepare two individual outlines based on the Longman diagnostic pre-test found on page 89 and on the grammar pretest, [which you can find here](#).

- Longman diagnostic grammar pre-test: After you take the test and get your results, go to page 553. Circle the numbers of the questions you answered incorrectly. Then correlate those numbers with the grammar skills you need to study in the Longman book. Then submit to me your course outline so that I can see your study plan.
- [Online TOEFL Course grammar pre-test](#): After you take this pre-test, Click “Submit all and finish.”
 - Your score will be automatically graded.
 - You will be redirected to a web page in which you can review your answers.
 - Click “review” to see your online test results. For each answer you missed, you will see a link of a lesson that you should study. Type a course outline of the lessons that you will be studying at my web site.

Your outlines of the Longman and Online TOEFL Course grammar pre-tests are due shortly after the beginning of the quarter. Make sure that you study your recommended lessons diligently.

5. Unannounced quizzes (25%)

From time to time, you will take some unannounced quizzes. The purpose of these quizzes is to see whether or not you have mastered our current grammar topic being discussed. These are in-class quizzes and cannot be made up later on.

6. Unit Tests (35%)

After we complete our study of a certain topic such as sentences with multiple clauses, we will have a unit test. Similar to unannounced quizzes, these tests need to be taken in class on the day that they are due. There will be no make-up tests.

7. Post Test/Final Exam (15%)

At the end of the quarter, you will complete a Longman and Online TOEFL Course Post-Test. Both of these tests will count toward your final exam grade in this course.

Calculation of Longman Grammar Post-Test

Number correct	Scaled score	Final Exam Grade
34+	58+	100
33	57	98
32	56	96
31	55	94
30	54	92
29	53	90
28	52	88
27	51	86
26	50	84
25	49	82
24	48	80
23	47	78
22	46	76
21	45	74
20	44	72
19	43	70
18	41	68

Calculation of Online TOEFL Course Post-Test Grade

Number correct	Final Exam Grade
8+	100
7	90
6	80
5	70
4	60
3	50
2	40
1	30

VII. ELP Academic Policy

1. Assignment Submission Policy:

We do not administer make-up tests/assignments in the ELP, so you are required to take all tests. If you miss a test, you will receive a zero (0). At the end of the quarter, your lowest test score will be removed. This means your lowest test score will be dropped. Exclusions: Any zero (0) score received for cheating; quizzes, final exams, and academic writing tests cannot be dropped.

Blackboard: You should check Blackboard every day for assignment information, attendance, scores, messages, etc.

2. Academic Integrity:

Plagiarism and cheating are violations of the Student Conduct Code (see Appendix of the CSUSB Bulletin of Courses) and may be dealt with by both the instructor and the Judicial Affairs Officer. Definition and procedures for addressing cheating and plagiarism are found below. Questions about academic dishonesty and the policy should be addressed to the Office of the Vice President, Student Affairs.

Definition of plagiarism/cheating:

Plagiarism is the act of presenting the ideas and writings of another as one's own. Cheating is the act of obtaining or attempting to obtain credit for academic work using any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

- Copying, in part or in whole, from another's test, software, or other evaluation instrument.
- Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy.

- Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments.
- Using or consulting during an examination sources or materials not authorized by the instructor.
- Altering or interfering with grading or grading instructions.
- Sitting for an examination by a surrogate, or as a surrogate.
- Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism is academically dishonest and makes the offending student liable to penalties up to and including expulsion. Students must make appropriate acknowledgments of the original source where material written or compiled by another is used.

3. Writing Center:

The Writing Center, whose operating hours are from 8:30am-8:00pm on M-TH and from 8:30-4:30pm on F, is in CE 310-311. I recommend that you visit the center for two reasons:

- The tutors can help you correct the grammatical problems in the sentences that you are writing in my course.
- These qualified tutors can show you various ways that you can express ideas in writing.

4. No Smoking Policy

California State University is a Smoke and Tobacco Free Campus. The purpose of this policy is to create a safe and healthy space for students, faculty, staff, and guests who attend this campus. The Smoke and Tobacco Free Campus policy prohibits any use of cigarettes, cigars, pipes, electronic smoking devices, tobacco products, chew tobacco, tobacco accessories, vaporizing liquids, or any other tobacco utilization device. The policy also applies to private vehicles located on campus property. If you wish to smoke, you must leave CSUSB property to do so. If you have questions or concerns, you may contact the Student Health Center, (909) 537-5241 or visit <https://www.csusb.edu/smoke-free-csusb/faq> to learn more about the policy and how it might affect you.

5. Statement of Diversity, Safety, and Cooperation

At the English Language Program at CSUSB we are committed to the furthering of knowledge and fulfilling our educational mission. We promote a campus environment that welcomes, celebrates, and promotes respect for the entire variety of human experience. In our commitment to diversity, we welcome people from all backgrounds and we seek to include knowledge and values from many cultures in the curriculum and extra-curricular life of the campus community. We extend to each other compassion and goodwill so that we all may feel comfortable being ourselves in a safe learning environment. To further promote this safe

learning environment, all student information, whether personal or academic, is kept confidential between the faculty and administration.

Our commitment to work toward an environment that values diversity requires that we create, promote, and maintain activities and programs which further our understanding of individual and group diversity. We will also promote values which discourage intolerance and discrimination.

- American classrooms promote teamwork and the sharing of ideas. Every person's ideas are valuable and important.
- Therefore, class activities may include group assignments, partner-work, and group and individual presentations.
- Group assignments may require you to work with both male and/or female classmates. Be prepared to participate in these American-style activities.

Remember that your time in the U.S. is temporary, and that you must take advantage of these golden opportunities in order to improve. This will also help you to gain confidence in your English skills and in yourself.

VIII. Daily Schedule:

Please note: This schedule is subject to change; please listen to class announcements.

Week	Date	Class Topics	Homework Assignments
1	Monday, Sept 23		
	Tuesday, Sept 24		
	Wednesday, Sept 25	Introduction to course; go over syllabus	
	Thursday, Sept 26	TOEFL Structure Strategies: Sentences with one clause	
2	Monday, Sept 30	TOEFL Structure Strategies: Sentences with one clause	
	Tuesday, Oct 1	Grammar Writing Strategies: Gerunds and Infinitives	Learn more about gerunds and infinitives.
	Wednesday, Oct 2	Grammar Writing Strategies: Gerunds and infinitives	
	Thursday, Oct 3	Language-use practice	
3	Monday, Oct 7	TOEFL Structure Strategies: Sentences with multiple clauses	
	Tuesday, Oct 8	TOEFL Structure Strategies: Sentences with multiple clauses	
	Wednesday, Oct 9	Grammar Writing Strategies: Sentence variety	See examples of many kinds of sentence styles in academic writing.
	Thursday, Oct 10	Unit Test 1	
4	Monday, Oct 14	TOEFL Structure Strategies: Reduced clauses	
	Tuesday, Oct 15	TOEFL Structure Strategies: Reduced clauses	
	Wednesday, Oct 16	Grammar Writing Strategies: Sentence variety	Complete these practice exercises.
	Thursday, Oct 17	Language-use practice	
5	Monday, Oct 21	TOEFL Structure Strategies: Inverted subjects and verbs	
	Tuesday, Oct 22	TOEFL Structure Strategies: Inverted subjects and verbs	

	Wednesday, Oct 23	Grammar Writing Strategies: Comma splices, run-ons, and fragments	Study this lesson.
	Thursday, Oct 24	Language-use practice	
6	Monday, Oct 28	Grammar Writing Strategies: Conciseness	Learn how to be more concise. Complete these conciseness practice exercises.
	Tuesday, Oct 29	Grammar Writing Strategies: The semi-colon	Learn the most common use of the semi-colon.
	Wednesday, Oct 30	Grammar Writing Strategies: The dash	How does the dash work in academic writing?
	Thursday, Oct 31	Unit Test 2	
7	Monday, Nov 4	TOEFL Written Expression Strategies: Subject-verb agreement and parallel structure	
	Tuesday, Nov 5	TOEFL Written Expression Strategies: Comparatives and verb form/use problems	
	Wednesday, Nov 6	Grammar Writing Strategies: The colon	Did you know that you sometimes can use a colon to introduce a quotation?
	Thursday, Nov 7	Language-use practice	
8	Monday, Nov 11	Veteran's Day Observed	
	Tuesday, Nov 12	TOEFL Written Expression Strategies: Passive verbs	
	Wednesday, Nov 13	Grammar Writing Strategies: Using commas	Seven rules dictate the use of commas. Do you know what these rules are?
	Thursday, Nov 14	Language-use practice	
9	Monday, Nov 18	TOEFL Written Expression Strategies: Nouns and pronouns	
	Tuesday, Nov 19	Grammar Writing Strategies: Not using commas	Some students use commas when they are not needed? Are you one of these students?

	Wednesday, Nov 20	Grammar Writing Strategies: Pronoun agreement	Complete some practice exercises to better control your pronoun use.
	Thursday, Nov 21	Unit Test 3	
10	Monday, Nov 25	TOEFL Written Expression Strategies: Adjectives and adverbs	
	Tuesday, Nov 26	Grammar Writing Strategies: Verb-tense shifts	Make sure you do not randomly shifts your verb tenses. Learn more.
	Wednesday, Nov 27	Grammar Writing Strategies: Point of view shifts	Deciding on the first, second, or third point of view BEFORE you begin writing is important. Learn why.
	Thursday, Nov 28	Thanksgiving Holiday	
11	Monday, Dec 2	TOEFL Written Expression Strategies: Articles	
	Tuesday, Dec 3	Grammar Writing Strategies: Connecting words such as prepositions, coordinators, subordinators, and transition words	How do these words cohesively tie ideas together in academic writing? Learn right now.
	Wednesday, Dec 4	Grammar Writing Strategies: Connecting words such as prepositions, coordinators, subordinators, and transition words	How does these words work grammatically? How does these words work rhetorically?
	Thursday, Dec 5	Language-use practice	
12	Monday, Dec 9	TOEFL Written Expression Strategies: Prepositions	
	Tuesday, Dec 10	Grammar Writing Strategies: Connecting words such as prepositions, coordinators, subordinators, and transition words	Complete some quizzes to see if you can master these connecting words.
	Wednesday, Dec 11	Grammar Writing Strategies: Appositives	Review this lesson.
	Thursday, Dec 12	Unit Test 4	
13	Monday, 16	TOEFL Written Expression Strategies: Usage (Word choice errors)	

	Tuesday, Dec 17	Grammar Writing Strategies: Adjective clause connectors	Review this lesson.
	Wednesday, Dec 18	Grammar Writing Strategies: Choosing an appropriate point of view	Review this lesson.
	Thursday, Dec 19	Language-use practice	