

California Preparatory College

English as a Second Language (ESL 069): Beginning Grammar and Basic Writing (4 Credits)
Spring 2015

Class Time (5 hours/week): Monday/Wednesday - 9.30 -10:20 am
Tuesday/Thursday – 9.30 – 10:50 am

Instructor: Myrna Benitez
School Phone: 909-793-7737
Office Hours: M, T, W, TH 9-2 pm, and by appointment
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Website: www.calprepcollege.com
Total Clock Hours: 80

Course Description and Objectives:

While primarily a grammar and basic writing course, this course will also focus on two other skills: listening and reading. Emphasis will be placed on developing basic grammar skills with the end goal of creating basic sentences that may be incorporated into a larger paragraph.

Student Learning Objectives:

- 1) Students will use correct grammar, vocabulary, and sentence structure for this level to communicate basic information.
- 2) Using process techniques, students will be able to write a basic paragraph with a clear beginning, middle and end.

Required Textbook:

Textbook: Basic English Grammar, Fourth Edition, by Betty Azar and Stacy A. Hagen, Pearson, 2014.
ISBN 10: 0-13-294224-0

AND

Workbook: Basic English Grammar, Fourth Edition,

For the writing component of this class, grammar will be applied using a free-write method to develop sentence and paragraph construction. Additional materials and handouts will be handed out in class.

Course Requirements

- 1) Attend classes
 - You must attend class regularly. Except emergencies or valid excuses, you must attend 85% of the classes to pass.
 - You must come to class on time. Three tardies (being late) equal one absence.

- If you know you will miss a class because of an emergency and/or illness, business trip, or an unexpected change in plans, you must notify me by e-mail or leave a voice mail before class. It is your responsibility to find out what you missed in class and to complete missing assignments.

2) Be prepared

- You must attend class regularly and complete all assignments.
- Bring all the things you need for the class: textbook, pens, pencils, dictionary, notebook, homework, questions, etc.
- Turn off your cell phones (including vibrator tone) before coming to class and cell phones must not visibly be seen (no text messaging in class).
- If you must accept a cell phone call in class, please step outside of the classroom so you will not disturb the class.

3) Participate

- You must actively participate in class and be cooperative and supportive of your classmates, as well as be respectful to me.
- Everybody can participate and enjoy themselves during this course. If you do not participate, then you cannot improve. The best way to learn English is to participate. Share your ideas and beliefs, have an opinion, agree and disagree.
- Ask questions if you don't understand something or need repetition. There are NO dumb questions!
- In other words, just participate!

4) Language

- Use English! This course: *Basic English Grammar & Writing* is to help you develop good English language skills, which you cannot do, unless you practice English. The use of your native language will not help you improve your English abilities.

I am looking forward to getting to know each and every one of you. I invite each of you to come to my office if you have any questions, concerns, or if you would just like to chat.

Grading and Evaluation Policy:

This course is a graded course, to receive a passing grade of C or better you must do the required work and earn enough at least 700 points to avoid repeating this course.

The final grade is based on averaged grades from assignments, tests, collaborative groups/pair projects, and the final examination. Each student may achieve an average of 100% (1000 points). The following scale will be used:

92-100%	(920-1000 points)	A
90-91.9%	(900-919 points)	A-
87-89.5%	(870-895 points)	B+

83.5-86.9%	(835-865 points)	B
79.5-83.5%	(795-835 points)	B-
77-79.5%	(770-795 points)	C+
73.5-76.9%	(735-765 points)	C
69.5-73.5%	(695-735 points)	C-
60-69.5%	(600-699 points)	D
59% and Below	(less than 599 points)	F

Grades will be calculated using the following percentages:

Class Participation	9% / 90 points	(60 class meetings @ 1.5 pts./class)
Graded Assignments	11%/110 points	(11 assignments @ 10 pts. each)
Tests	50% / 500 points	(5 tests @ 100 pts. each)
Final Examination	30% / 300 points	

A grade point average of C or better will earn credit. An average grade of D or lower will not earn credit. ESL 069 is considered a foundational course, and must be completed with a C or better.

Homework:

Late homework (except in emergencies) will not be accepted.

Tests:

If a student must miss a test, s/he can arrange to take the test in the HUB. These arrangements must be made with the instructor before the test is given in the classroom.

Final Examination:

The final examination has a value of 30% in calculating the student’s final grade and must be taken. The final examination will be published on the final exam schedule from the Registrar’s Office and will be during the final week of the Fall Term 2015.

Weekly Schedule

Clock Hours per week: 5

Week	Topic
Week 1	Introductions/Class syllabus Using <i>BE</i>
Week 2	Using <i>Be</i> and <i>Have</i>/Writing a Simple Sentence
Week 3	Using the Simple Present

Week 4	Using the Present Productive
Week 5	Talking about the Present
Week 6	Nouns and Pronouns
Week 7	Count and Non-count Nouns
Week 8	Expressing Past Time, Part 1
Week 9	Expressing Past Time, Part 2
Week 10	Expressing Future Time, Part 1
Week 11	Expressing Future Time, Part 2
Week 12	Modals, Part 1 Expressing Ability
Week 13	Modals, Part 2: Advice, Necessity, Requests, Suggestions
Week 14	Nouns and Modifiers
Week 15	Making Comparisons and Paragraph Writing