

The University of Findlay
College of Liberal Arts

The Mission of the University of Findlay is to equip our students

**Syllabus, ENIN 310.01– Advanced Grammar 3 for non-native speakers of English
Spring Semester, 2011**

Credit Hours: 3

Class Time/Location: Monday, Wednesday, Friday: Davis 178 1:00 – 1:50
Tuesday ASC session: Old Main 3:00 – 3:50

Prerequisites: *A grade of “P” in ENIN 210, or placement test.*

Instructor: Greg Mott
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Office Hours: Mondays, Wednesdays: 9:00 – 9:50 a.m.
Tuesdays and Thursdays: 9:30 – 10:45 a.m.
Fridays: 12:00 – 1:00 p.m.
...or by appointment

Course Description: In this low-advanced English grammar course, topics include a verb tense review, the use of active and passive voice, structures used to compose compound and complex sentences, and the use of verbals (e.g., gerunds). A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills. Class meets four hours weekly.

Required Materials:

- *Future: English for Results* by: Beatriz Diaz, Ronna Magy, Federico Salas-Isnardi
- Notebook and 3-ring binder
- Academic Planner or Assignment Book strongly recommended
- Please bring a pen, folder, and notebook to every class.

Successful completion of this course: In order to successfully complete this course, students must complete each of the following:

- Pass the course with a minimum semester score of 73%.
- Pass the IELP comprehension exam with a minimum score of 73%.

Grading:

Attendance/Participation	10%
Homework/In Class Work	25%

Tests/ Quizzes	40%
Exam	25%

Grading Scale, Distribution:	<u>Grade</u>	<u>Points</u>	<u>Typical range</u>
	A	4.00	93-100
	A-	3.67	90-92
	B+	3.33	87-89
	B	3.00	83-86
	B-	2.67	80-82
	C+	2.33	77-79
	C	2.00	73-76
	C-	1.67	70-72
	D+	1.33	67-69
	D	1.00	63-66
	D-	0.67	60-62
	F	0.00	Under 60

General Education Goals

Overarching Goal A: Students will demonstrate and apply abilities of abstract inquiry, critical thinking, and logical reasoning.

Overarching Goal B: Students will communicate effectively in academic and professional environments using written, verbal, and digital media.

Overarching Goal C2: Students will employ a variety of historical and global perspectives to analyze events of human society in the past, present and future.

Course Objectives: By the end of this semester, you will demonstrate the ability to:

- 1). Use the following verb tenses correctly in speaking and writing.
 - a. simple present
 - b. present continuous
 - c. simple past
 - d. past perfect
- 2). Use infinitives and Gerunds
- 3). Use the present perfect
- 4). Use participial adjectives
- 5). Use the verb *wish* correctly in present and future tenses
- 6). Apply copyediting strategies when peer and self-editing written texts
- 7). Use phrasal verbs

- 8). Form negative *yes/no* questions.
- 9). Use present conditionals
- 10). Use adverb clauses of time
- 11). Express degrees of certainty
- 12). Use tag questions
- 13). Use *wh* questions properly
- 14). Use phrases *such...that* and *so...that* correctly in speaking and writing

TENTATIVE SCHEDULE – Grammar 3, Spring, 2011
(Subject to Change)
(Designed by IELP)

Week 1: Jan. 10-14	Introductions, Syllabus, Verb tense review, Diagnostic exam, Simple present and present continuous	
Week 2: Jan. 17 - 21	Jan. 17: No class for MLK day , will, be going to, present continuous, simple past	
Week 3: Jan. 24-28	Quiz #1: Past tense, Infinitives and Gerunds	
Week 4: Jan. 31 – Feb. 4	Gerunds as objects of prepositions, present perfect, Quiz #2.	
Week 5: Feb. 7-11	Participial adjectives, To use <i>wish</i> , Copyediting and error analysis	
Week 6: Feb. 14 - 18	Phrasal verbs, yes/no questions	
Week 7: Feb. 21-25	Indirect commands and requests, Quiz #3, real conditionals	
Week 8: Feb. 28-Mar. 4	Adverb clauses of time, degrees of certainty	
	Spring Break: Mar 7 - 11	
Week 9: Mar. 14-18	Monday, March 14: Mid-term exam , mid-term conferences	
Week 10: Mar. 21 - 25	Expressing obligation, expiration, or ask permission, tag questions, reported speech	
Week 11: Mar. 28-Apr. 1	Quiz #4, error analysis, would rather, would prefer	
Week 12: Apr. 4-8	<i>Wh-</i> questions, Past perfect	
Week 13: Apr. 11-15	Past perfect vs. simple perfect	
Week 14: Apr. 18-22	Present perfect continuous, <i>such...that</i> , <i>so...that</i> ,	
Week 15: Apr. 25-29	Course wrap-up	
Week 16: May 2-5	Exam Week Final exam: Tuesday, May 3 10:00 – 11:50 in Davis 178 <i>Any deviation from this schedule must be cleared with the dean of the College in which the course is offered. Please do not ask for exceptions unless extenuating circumstances truly justify your request.</i>	

IELP and University policies:

Student Honor Code: *I will not knowingly engage in any dishonorable behavior, cheat, steal, lie or commit any act of plagiarism during my academic work, course, or endeavor. If I observe an act which I believe violates the University's Honor Code, I may, in my discretion, report it to the appropriate personnel.*

Special Services:

If you are a student with a disability, it is your responsibility to register with the Office of Disability Service and notify your instructor one week prior to any needed service so that reasonable accommodations can be made for you.

Course and Instructor Evaluation:

Students will be given the opportunity to evaluate the instructor and the course during the last week of the semester.

Mr. Mott's individual policies:

Absences:

In my opinion, University students are adults first, students second. I assume that the students understand the consequences of missing classes. To account for the unavoidable instances that prevent a student from attending a day of class, I allow two "incident absences" per semester, per class. For this incident absence, I will allow extensions for homework, will review class material, and in general, work with the student without homework penalty. *Attendance will still be recorded as absent*, but other periphery work will not be penalized.

Each subsequent absence will cause your final grade to be lowered by 5 grade points. For example, a summer course is absent two times. The first absence is an "incident absence" and the last absence costs a letter grade. If the student did 91% quality work, the two absences would lower the final grade to 86%. If the student misses three classes, the final grade would be reduced to 81%

Two times late will be counted as an absence. Lateness of 5 minutes or more will also be counted as an absence.

Notification of absence:

It is common courtesy in the United States to notify the affected parties of your absence *before* the class which you miss occurs. It is your responsibility to contact the instructor and make arrangements for getting homework assignments, submitting homework for that day, recording class notes from a friend, etc.

Late assignments:

Homework assignments are due at the beginning of the class period. Typed assignments must be printed before coming to class, as in most cases, we do not have access to a printer in class. Points will be deducted for late assignments. Homework assignments overdue by more than one week will be corrected to facilitate student progress, but will not receive academic credit.

Cell phones:

Anything that rings, I get to answer! Turn off (not silence) your phones, please. Also, you may expect deductions for participation scores if your phone should ring in class. Usage of text messaging, twitter, or any other means of electronic communication is not permitted.