

Craig Norman, Ph.D.

ESL 244/444

Fall Quarter

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Office Location: Forum 2B; **Office Hours: M-TH 09:00 – 10:00 am**

Office Phone: 408 864-5325

**Prerequisites:** To be in this class you must earn a qualifying score on the placement test, or pass ESL 234.

**Course Description:** This class focuses on the development of English speaking, listening, reading and writing skills. Students will practice writing simple, compound, and complex sentences; write short paragraphs and letters; develop reading comprehension and vocabulary-building skills; and practice oral communication skills.

### **Required Materials**

-Focus on Grammar 3.: An Integrated Skills Approach, Fuchs, Westheimer, and Bonner, Fifth Edition  
-English-English Dictionary (Longman Advanced Dictionary is recommended)

### **Course Objectives**

- Listen to, comprehend, and infer meaning from dialogues, conversations, discussion, and other passages.
- Speak appropriate American English in a given situation.
- Read for comprehension and analysis.
- Write short paragraphs.
- Comprehend and use level specific grammar.
- Expand vocabulary relating to student's experience and class materials.
- Discuss and analyze cross-cultural customs and attitudes, especially in contrast with the students' native customs and attitudes.

### **Course Content**

**1. Homework:** Most of your homework will be assigned from the textbook and Canvas. It is your responsibility to prepare your homework carefully at home and complete **all** the assigned exercises. Homework answers will be checked during the class .

**2. Class Participation:** Class participation is extremely important because it gives you the opportunity to use and practice your English skills. You will often work with your classmates in pairs and small groups to discuss homework, share ideas, and practice listening and speaking. In order to participate in class, you must come to class prepared and on time.

**3. Quizzes:** We will have quizzes that will test reading comprehension, vocabulary, grammar, writing, and listening and speaking skills.

**4. Oral Presentations:** Each student will give 3 brief presentations for the quarter. The presentation topics will be based on the readings from the materials of ESL 244/444.

**5. Compositions:** Students will write 6 brief compositions for the class. The composition should be no longer than one page, double-spaced and word-processed. Ideas, organization, grammar and usage will be evaluated.

**7. Exams:** You will have a midterm and final exam. The exams will test listening skills, vocabulary, reading comprehension, grammar, and writing.

**NOTE:** No make-up quizzes or exams will be given.

### **Grading**

Homework and Class Participation	50 points
Composition & Summaries (3)	55 points
Oral Presentations (3)	30 points
Quizzes (20)	200 points
Midterm	75 points
Final Exam	100 points
<b>510 points total</b>	

### **Attendance Policy:**

I will take attendance at every class meeting and will consider your attendance record when I figure out your final grade. Since I will consider your class preparation and participation as part of your grade, I do expect you to meet for every class and to be prepared. For Credit Students, if you have more than two unexcused absences, your grade can drop one letter. If you have more than 3 unexcused absences you can be dropped from the course. If you do have to miss a class, you will need to find out what you have missed and make up the work. Please be punctual for tardiness is counted.

**\*If you do miss a class, it is your responsibility to contact me or a classmate, get the assignment for the following class meeting, and come to the next class prepared.**

**Plagiarism: All work submitted must be original work done for this class.** Plagiarism is a form of cheating or fraud. It occurs when a student misrepresents the work of another as his or her own words. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another source without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own. Any assignment found to be plagiarized will be given a no credit grade, and the student will not be allowed to resubmit the assignment. All instances of plagiarism in the Division of Humanities will be reported to the Dean of Humanities and may be reported to the College of Affairs Officer for further action.

**Extra Help:** All students are strongly encouraged to sign-up for free tutors at the Listening Speaking Center (LSC) and the Writing Reading Center (WRC). This is an excellent way to practice and improve your English and it's free!

**Academic Advice:** We have our own advisor in the Language Arts division to help and advise students. Her name is Renee and she can be reached at (408) 864- 5864 or [mcginleyrenee@deanza.edu](mailto:mcginleyrenee@deanza.edu).

**Writing and Reading Center (WRC):** This center is located in ATC 309. Students can go here to get help with reading and writing. A teacher or tutor can check your vocabulary sentences for you. It is a drop-in tutorial center; it's great and it's free!

### **Important Dates**

Last day to add	October 8th
Last day to drop with "W"	November 18th

### **Holidays**

Veteran's Day : Friday, November 11<sup>th</sup>  
Thanksgiving Holiday: November 24-27th

**Final Exam:** Grammar Exam, Wednesday, 9:15-11:15 am, December 14th,