THE COLLEGE OF THE BAHAMAS
Course Outline

Title: Upgrading English I
Abbreviation and Number: ENGL014
AB Paper No.: 13-17
Unit: Continuing Education and Extension Services
Department: Academic Upgrading
Credits: 0
Course Sequence: ( ) Fall ( ) Spring ( X ) Fall and Spring
Hours Per Week: ( 1 ) Lecture ( 2 ) Seminar ( ) Laboratory ( ) Studio ( ) Kitchen (10) Other (Specify) 10 hours of additional supervised language support in Language/Writing Lab during semester
Pre-requisite(s): Placement at ENGL014
Co-requisite(s): None

COURSE DESCRIPTION
This course builds basic English language proficiency with emphases on accurate language use and reading and writing skills and strategies. Instruction in clauses, word functions, sentence structure, paragraph development, grammar and mechanics is an integral part of the course.

SPECIFIC OBJECTIVES
Upon successful completion of this course, students will be able to
1) read and comprehend simple texts (readability levels 7-9);
2) write simple, complex and compound sentences;
3) write short paragraphs;
4) use appropriate vocabulary to express their ideas;
5) recognize word functions in sentences; and
6) use basic grammar and mechanics according to the conventions of Standard English.

COURSE CONTENT
I. Reading
   A. Strategies
      i. Skimming and scanning
      ii. Predicting
      iii. Discovering word meanings (from context; root, prefix and suffix; dictionary)
      iv. Taking notes
      v. Discussing (pre- and post-reading)
      vi. Responding in writing
   B. Comprehension
      i. Purpose of piece
      ii. Main idea and supporting details
      iii. Literal and figurative language
      iv. How words and sentences are used to create meaning

II. Writing
   A. Pre-writing
      i. Brainstorming
      ii. Discussing
      iii. Questions & Answers
      iv. Group involvement
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v. Listing
vi. Clustering

B. Drafting
i. Appropriate vocabulary and word forms
ii. Sentences (simple, complex and compound)
iii. Main ideas and supporting details
iv. Topic and concluding sentences
v. Short paragraphs

III. Grammar
A. Parts of speech (nouns, pronouns, verbs, adjectives, adverbs and conjunctions)
i. Function – what words are doing and how they make meaning in sentences
ii. Usage
B. Tenses
i. Simple present
ii. Simple Past, Present Perfect
iii. Future
iv. Past Participles
C. Singular and plural forms (nouns)
D. Subject/verb agreement
E. Pronoun – antecedent agreement
F. Sentence structure
i. Subject – verb – predicate and varieties of same in constructing clauses and sentences
ii. Recognising ends of sentences and independent clauses; and end marks to avoid run-ons

IV. Mechanics
A. Punctuation
i. Full stop
ii. Question mark
iii. Comma
iv. Apostrophe – possessive and in contractions
B. Spelling – focus on words that are commonly misspelt
C. Capitalisation

N. B.: Sections III and IV will be taught in context, in oral and written drills and in one on one conferencing.

ASSESSMENT
Class and homework assignments (journals, quizzes, etc.)…… 20%
Reading comprehension assignments…………………………... 20%
Writing assignments
  a) 1 paragraph by mid-semester…………………………... 5%
  b) 3 paragraphs after mid-semester…………………………... 15%
Mid-Semester Examination……………………………………… 10%
End-of-Semester Examination…………………………………… 30%
Total………………………………………………………………100%
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REQUIRED TEXTS
A college dictionary (e.g., Oxford Concise Dictionary or Webster’s Collegiate Dictionary)
CEES Course Booklet for ENGL014

WEBSITES
http://www.cob.edu.bs/library
http://www.better-english.com/exerciselist.html
http://palc.sd40.bc.ca/palc/Archive/assignme.html
http://webenglishteacher.com/grammar.html