

**University of Puerto Rico
College of Humanities
English Department**

INGL 3013–Sec. OU1

Tuesdays / Thursdays: 7:00am – 8:20pm / LPM 308

Three (3) credit hours

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Prof. Héctor J. Mercado Soucy

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Office Hours

Tue/Thu: 9:00am – 12:00pm

Fundamentals of English Grammar for Level 3 Students

I. Course Description

INGL 3013 is the first part of a two-semester course English grammar course for students who have obtained a level 3 on the Humanities English Placement Test (HEPT). Within a communicative setting, students analyse grammatical form and function in natural language and incorporate these into their own speech and writing.

II. Course Objectives

At the end of the course students will be able to

1. demonstrate a thorough understanding of the key verb tenses in English, including the present, past, and future tenses and their modalities / variants;
2. gain important insight into all features of the use of the infinitive and modal verbs;
3. address the structure of nouns, adjective-adverb comparisons, and determiners;
4. address the particular needs of ESL students regarding the use of pronouns, the passive voice, and conditional structures in English;
5. explore more complex sentences which contain subordinate clause structure;
6. carry out numerous writing exercises and composition work utilizing appropriate steps contained in all writing processes in order to effectively reinforce each of the grammatical features contained throughout the course;
7. contribute in an effective manner to the inclusion of fellow students with special needs in the classroom and group work

III. Teaching Strategies

A communicative approach is used at all times in class. Activities emphasize a great deal of interaction, active participation, assigned work on a daily basis as well as considerable emphasis placed upon writing exercises. These include but are not limited to the following:

- work both individually and in small groups

- peer review of written work in class
 - creative exercises / activities to be presented in class (collaborative work)

Text: Understanding and Using English Grammar –Betty Schramper Azar

IV. Tentative Class Schedule

Topics / Class work
Course Introduction / Discussion of Syllabus / Ice breaker activities: in-class writing assessment exercises
UNIT 1: Present Time UNIT 2: Past Time UNIT 3: Present Perfect UNIT 4: Future Time
QUIZ I
UNIT 5: Infinitive UNIT 6: -ing form UNIT 7: Modal verbs I UNIT 8: Modal verbs II
QUIZ II
UNIT 9: Articles UNIT 10: Nouns UNIT 11: Adjectives-Adverbs-Comparisons UNIT 12: Determiners
Mid-Term
UNIT 13: Pronouns-Possessives UNIT 14: Passive Voice UNIT 15: Causative Forms UNIT 16: Conditionals
QUIZ III
UNIT 17: Unreal past-Would rather-Had better UNIT 18: Reported Speech UNIT 19: Question Forms UNIT 20: Clauses I UNIT 21: Clauses II
FINAL

V. Course Requirements and Evaluation

1. Attendance Grade: Students are expected to attend class each day and also arrive on Time. Students will receive a **100 point** attendance grade at the end of the semester. Each absence after the limit of 4 unexcused absences will end in the deduction of one entire grade.

Students have made a personal commitment to all of their college courses and, therefore, can fully benefit from them only by attending each day. Only serious illness, the loss of a family member or other extremely serious circumstances will be considered as a valid excuse for absences. Punctuality is also very important. Frequent lateness will contribute to a reduction in the attendance grade! This policy will be strictly enforced. Students must be **present** for each quiz. Only a very **serious** emergency will be accepted in the case of a make-up quiz. If not, a grade of 0 will be given. Make-up quizzes, given only under these circumstances, will be somewhat different from those taken by the group.

2. **Three (3) quizzes** Students must not / cannot be absent for these quizzes, without any exceptions! **Attendance for all quizzes is mandatory! No make-up quizzes will be allowed.**
3. **There will be a Mid-Term Exam and a Final Exam that accumulates to 100 points each.**
4. Homework assignments: Each assignment will carry with it a specific point value and will be presented / handed in during the next class. In the case that the assignment is not done, a grade of **0** will be assigned. Please note that these assignments will consist not only of grammatical exercises but also of brief written compositions / writing tasks. At the conclusion of the semester, each student will have accumulated a grade for all of his / her assignments. Students are asked NOT to e-mail any missed assignments nor leave them in the professor's mail box.
5. Various 100 - point writing assignments (composition) through which students will follow the full writing process: drafting, revising and preparing the final draft.
6. A full (100 pt.) grade based on each student's class participation, daily performance, and effort will be given at the conclusion of the semester. .
7. Students are requested to keep their cell phones *off* or on *vibrate* while class is in session.

Important Notice: In accordance with the recommendation of the Dean of Students Office (Division for Persons with Disabilities), students who are clients of the Office of Vocational Rehabilitation must contact the professor at the beginning of the semester in order to make arrangements for reasonable accommodations and for any necessary auxiliary equipment. Other students with special needs who require any kind of assistance or reasonable

accommodations should also contact the professor. Alternative evaluation methods will be provided to students with identified special needs.

If, for any reason, classes are interrupted, 11.25 contact hours will be completed online, that is, by turning in special works/assignments by email.