



**SADDLEBACK  
COLLEGE**

**Saddleback College**  
**ESL 340: Advanced Multiskills**  
**Spring 2018**

**Teacher:** Todd Windisch

**Time:** T Th 7:00pm – 9:50pm

**Ticket:** 12705A (*credit*) 12705D (*noncredit*)

**Voicemail:** N/A

**Website:** toddes1340.weebly.com

**E-mail:** twindisch@saddleback.edu

### **Course Description:**

It is recommended that you have taken ESL 331, Intermediate Multiskills II before this class. ESL 340 is an advanced English course for non-native speakers, incorporating academic skills. Emphasis is on further development in listening, speaking, reading, writing, grammar, and vocabulary in general and academic contexts.

### **Grammar Topics Covered:**

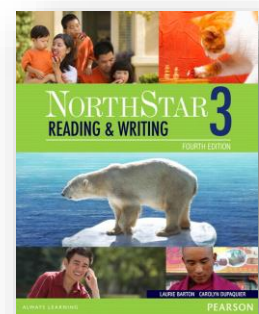
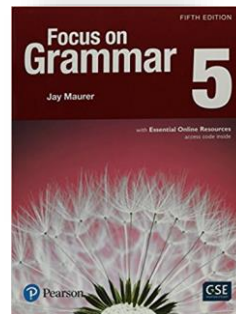
1. Review of grammar structures taught in previous levels as needed
2. Verb tense review & expansion (perfect tenses)
3. Adjective clauses (restrictive/nonrestrictive, reductions, etc.)
4. Sentence connectors with correct punctuation
  - *Adverb clauses and phrases (time, cause and effect, opposition, condition) (e.g. Before he went to bed ... Before going to bed...)*
  - *Transitions (although, however, nevertheless, consequently, therefore, despite)*
  - *Paired conjunctions (both, either, neither...nor)*
5. Noun clauses & reported Speech
6. Gerunds and infinitives
7. Expansion of phrasal verbs
8. Real/Unreal conditionals in past/present/future
9. Passive voice

### **Student Learning Outcome for Fall '17:**

Students will demonstrate proficiency in combining sentences using a variety of coordinating and subordinating conjunctions with correct punctuation

### **Textbooks (MUST BE PURCHASED):**

1. *Focus on Grammar 5 (5<sup>th</sup> Edition)*  
Maurer (2017). ISBN: 978-0-13-458331-0
2. *North Star 3: Reading & Writing*  
Barton (2015) ISBN: 978-0-13-294039-9



### **Class Materials:**

Please bring your **textbooks, a notebook with lined paper, pens, and pencils** with you to *every* class. It is very important that everybody in the class is prepared every day.

## Attendance:

**When you come into class, you must sign-in everyday with the time you arrive.**

It is important that you attend of every class and that you come to class on time.

**Absences and tardiness will negatively affect your participation grade; it will also result in missed class work, which cannot be turned in late.**

If you are going to be absent please send me an e-mail or leave me a voicemail with the reason for your absence. **Please make friends with your classmates and share contact information, so, in the event of an absence, you can ask your classmate for any homework that you may have missed.**

## Make-up Policy

There will be no make-up exams or quizzes. Late assignments and homework will not be accepted. Please plan accordingly. If you encounter an emergency that requires you to miss an assignment or exam, notify your teacher immediately to make arrangements.

**Emergencies must be documented.**

## Cheating & Plagiarism

It is essential that you do your own work in order to improve your English skills. The following are examples of dishonesty:

- Turning in homework that is copied from another student
- Copying answers from another student during a quiz or test
- Copying work from another source (i.e. the Internet) without proper credit and citation given to the author

If you are dishonest in any of these ways, **you will get a “0” for the assignment, and I will report the event to the proper offices of Saddleback College.**

## Student Responsibilities:

- \* **Participation:** Practicing what you learn is important. Please volunteer responses and ask questions. Don't worry about making a mistake; we all make mistakes, and they are always the best learning opportunities! ☺
- \* **Attention/Respect:** Please pay attention when both I and your fellow classmates are speaking. Listening to your fellow classmates offers you many opportunities to learn. Everybody has something to teach someone!
- \* **Assignments:** Come to class prepared by completing all homework and assignments by their due date. If you are unprepared for class, it is difficult to participate fully, and you will miss out on great learning opportunities!
- \* **Cell Phones:** Silence all cell phones in class and refrain from using them while in the classroom. If you have a question, ask me. If you need to take an emergency call, please quietly step outside of the classroom.
- \* **Children/Friends:** I am sorry, but it is school policy that you cannot bring children or friends to class with you or ask them to wait for you in the hall.

**Evaluation:**

- \* **Homework:** Homework is to be completed at home, and I will give you the answers to check yourself. It is important to correct your own work at home, so we do not spend unnecessary time in class going over the answers. It is important to understand WHY you got a question wrong. I will reserve some class time for questions every day to help you with wrong answers on your homework. For each hour in class per week, it is expected that you will study 2 hours outside of class with homework or independent study.
- \* **Essay:** We will learn about how to write an academic-style essay in class and complete one 4-5 paragraph essay. This writing will use a process method that requires several steps of drafting and editing/reviewing. It is important to complete all steps in order to receive full credit.
- \* **Tests/Quizzes:** There will be approximately 7 grammar/reading/vocabulary and 3 phrasal verb quizzes during the semester. This number is subject to change depending on how long we take to finish units. No make-up quizzes will be given unless arranged in advance.
- \* **Final Exam & Midterm:** The midterm will be given around week 8 or 9 depending on the pace of the class. The final exam will be given during the final week of classes. The date is yet to be determined. There will be no make-ups.
- \* **Attendance/Participation:**
  - 2 or fewer absences = A for attendance/participation
  - 3,4 = B
  - 5,6 = C
  - 7,8 = D
  - more than 8 = F

*\*\*\*Attendance is important; teachers may drop students who miss more than 6 classes*

Homework/Assignments	10%
Essay	10%
Tests/Quizzes	35%
Midterm / Final Exam	25%
Attendance/Participation	20%

90 –100%	=	A
80 – 89%	=	B
70 - 79%	=	C
60 - 69%	=	D
Below 60%	=	F

**Campus Resources:**

Saddleback ESL Website: [saddleback.edu/la/esl](http://saddleback.edu/la/esl) for information about the ESL Department and links to websites that can help you practice your English.

Free ESL Tutoring: [saddleback.edu/tutoring](http://saddleback.edu/tutoring)

1. Register for TU300, ticket# 21580 – (Free, zero units)
2. Make an appointment online at [saddleback.mywconline.com](http://saddleback.mywconline.com). You can make 2 30-minute appointments per week. The Tutoring Center also offers free tutoring for math and science.

LRC 212

Monday - Thursday: 8:00am-8:00pm

Friday: 8:00am-2:00pm

Closed: Saturdays, Sundays, and Holidays

(949) 582-4519 or email [sctutoring@saddleback.edu](mailto:sctutoring@saddleback.edu)

ESL Counselors (949) 348-6186 OR (949) 582-4569. The counselors can help you choose the right courses to help you reach your goals.

- Selene Roman (speaks Spanish), [sroman@saddleback.edu](mailto:sroman@saddleback.edu)
- Maryam Afshari (speaks Farsi), [mafshari@saddleback.edu](mailto:mafshari@saddleback.edu)
- Jesus Montoya (speaks Spanish), [jmontoya12@saddleback.edu](mailto:jmontoya12@saddleback.edu)

Computer Labs on Campus for Student Use

- LRC 205, 206, 305 Mon.-Thurs. 8:00am-8:00pm; Fri. 8:00-2:00
- BGS 248 Mon.–Thurs. 8:30am – 8:00pm; Sat. 9:00-1:00

Technical Support (How to access your Saddleback email, Wi-Fi, Blackboard, and more)

<http://www.saddleback.edu/oe/student-technical-support>

Student Help Desks: Computer Labs on the 2nd and 3rd floors of LRC

Email: [scstudenthelp@saddleback.edu](mailto:scstudenthelp@saddleback.edu)

Phone: (949) 582-4363

After-Hours Blackboard Support: Phone: (866) 940-8991 (toll-free)  
[saddleback.edusupportcenter.com](http://saddleback.edusupportcenter.com)

Saddleback College Student handbook <http://www.saddleback.edu/media/pdf/handbook.pdf>

Useful information about Saddleback College services for you, the California college and university system, transferring to a university, and more.

Student Health Center <http://www.saddleback.edu/shc/> SSC 177. Phone 949-582-4606

Saddleback Bookstore: Student Services Center (SSC), room 134. Phone: 949-582-4716

Go to [saddleback.edu/student-resources](http://saddleback.edu/student-resources) for a list of places you can go for help.

### **Students with Disabilities:**

If you have a disability and need assistance and/or academic accommodations, please contact the Disabled Students' Programs and Special Services (DSP&S) at 949-582-4885 or visit them at SSC 113. Please also tell me your needs and/or accommodations so that I can help you.

### **Campus Safety:**

Emergency number: (949) 582-4444

The Campus Safety office is located in the Village between Village buildings 1 and 2.

Mondays—Thursdays, 8:00 am – 6:00 pm; Fridays, 8:00 am – 3:00 pm.

The Saddleback College Campus Police is a service-oriented police agency. The Campus Police Department is staffed by fully-sworn peace officers, trained and regulated by standards established by the California Peace Officer Standards and Training (POST)

Commission. The officers have the same authority as a municipal police officer or county deputy sheriff.

Campus Police Officers are responsible for patrolling campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws, traffic regulations and providing a safe environment for our students, faculty, staff and guests.

Crimes, suspicious activities, and any emergency should be reported to the Campus Police Department. Campus Police can be contacted at any time by calling (949) 582-4585 or at extension #4585 from any campus phone.

**Course Outline (SUBJECT TO CHANGE):**

<b>Week</b>	<b>Content</b>	<b>Important Information</b>
<b>1 Jan 15</b>	Grammar Intro FOG: Verb Tense Review (Units 1, 2, & 3)	
<b>2 Jan 22</b>	FOG: Verb Tense Review (Units 1, 2, & 3)	
<b>3 Jan 29</b>	Phrasal Verb Intro Reading Intro FOG: Finish Verb Tense Review Reading: Unit 1	
<b>4 Feb 5</b>	FOG: Gerunds & Infinitives (Units 16 & 17) Reading: Unit 1	Grammar Quiz
<b>5 Feb 12</b>	FOG: Noun Clauses & Indirect Speech (Units 10 & 11)	
<b>6 Feb 19</b>	FOG: Noun Clauses & Indirect Speech (Units 10 & 11)	Grammar/Reading Quiz
<b>7 Feb 26</b>	FOG: Adjective Clauses (Units 12 & 13) Reading: Unit 2	Phrasal Verb Quiz 1
<b>8 Mar 5</b>	FOG: Adjective Clauses (Units 12 & 13) Reading: Unit 2	
<b>9 Mar 12</b>	FOG: Adjective Clauses (Units 19 & 20) Reading: Unit 2	Midterm Exam

<b>10 Mar 19</b>	SPRING BREAK! NO CLASSES	
<b>11 Mar 26</b>	FOG: Adverb Clauses (Units 19 & 20)	Phrasal Verb Quiz 2
<b>12 Apr 2</b>	Writing: Parts of an Essay FOG: Connectors (Unit 21)	Grammar/Reading Quiz
<b>13 Apr 9</b>	Writing: Sentence Types, Fragments, Run- ons FOG: Connectors (Unit 21)	
<b>14 Apr 16</b>	FOG: Passive Voice (Units 14 & 15) Reading: Unit 3	Grammar Quiz
<b>15 Apr 23</b>	FOG: Passive Voice (Units 14 & 15) Reading: Unit 3	
<b>16 Apr 30</b>	FOG: Unreal Conditionals (Unit 22)	Phrasal Verb Quiz 3
<b>17 May 7</b>	FOG: Unreal Conditionals (Unit 22)	Grammar/Reading Quiz
<b>18 May 14</b>	Final Review	
<b>May 17 – May 23</b>	FINALIS WEEK	<b>Final Exam: THUR 5/17 7:30 – 9:30PM</b>

### Other Important Dates:

First Week of Class Begins: Tuesday, 1/16/2018

First Class Meeting on: Tuesday, 1/16/2018

Add without Instructor Permission by: Monday, 1/15/2018

Last Day to Add with APC\*: Sunday, 2/4/2018

Drop with Refund by: Sunday, 1/28/2018

Elect Pass/No Pass by: Wednesday, 2/21/2018

Drop without 'W' Grade by: Sunday, 2/4/2018

Drop with 'W' Grade by: Wednesday, 4/11/2018

Last Week of Class Ends: Wednesday, 5/23/2018