

SYLLABUS

Spring 2017

Course ID: Prep 042 2841
Course Name: Test Preparation
Level: 3
Credit Hours: 12
Meeting Times: Tuesday: 12:45-14:00, 14:10-15:25
 Wednesday: 9:25-10:40, 10:45-12:00
Instructor: Roman Mamashev
E-mail: mamashev_r@auca.kg
Office hours: Tuesday @ 15:30 – 16:30

I. Texts & Materials

Core texts:

Materials are to be distributed in class as handouts and posted on the e-course. The materials for the handouts have been extracted from the following sources:

- *Cambridge Preparation For The TOEFL Test*, Second Edition, Jolene Gear & Robert Gear
- *The Heinemann ELT TOEFL Preparation Course*, Second Edition, M. Kathleen Mahnke and Carolyn B. Duffy, 1996, Macmillan Publishers Limited

Extra materials are to be either distributed in class as handouts or posted online (starting with Week 2).

II. Course description

This course introduces the one-year program in Test Preparation and covers the material targeted at improving your overall score on a standardized exam. It will familiarize you with the overall structure of the test, and focus on particular parts: structure, listening, and reading comprehension. The course also includes work on vocabulary, component essential for understanding information of any kind, as well as abilities needed for more effective academic activities in any language.

III. Outcomes

Having taken this course, students will be able to get higher grades on a standardized exam and improve the abilities tested by the respective exam (i.e. retrieve more information from informal conversations or lectures delivered in class, read academic texts critically, and be able to edit their own writings).

- **Structure and Written Expression:** Students will get familiarized with simple and complex sentence structure as well as problems connected with common misuse of the sentence components. They will also refresh their knowledge of basic grammar taught at school and acquire the skill of intuitively locating parts in conflict with the rest of the sentence.
- **Reading Comprehension:** Students will get familiarized with reading on academic level, be able to make logical conclusions based on the information stated in the passage and guess the meaning of the unfamiliar words. They will also learn the vocabulary used in various fields of science, such as arts, music, etc.
- **Writing:** Students will be drilled to spawn ideas quickly and be able to categorize and organize ideas within the limited period of time.

IV. Grading

Activity Grading*

Grades are given based on:

Type of activity	Percent of Total Grade
Class Participation & In Class Activities	20%
Home & In Class Assignments	20%
Quarter and Midterm Tests	40%
Final Exam	20%

Grade/Percentage Ratio:

A	94-100%	B-	77-79%	D+	60-63%
A-	90-93%	C+	74-76%	D	54-59%
B+	86-89%	C	68-73%	D-	50-53%
B	80-85%	C-	64-67%	F	< 50%

V. Course Expectations

We will strive to build a community where everyone is respected and accepted. Some of your activities will have a collaborative nature: a group project and presentation, online and classroom discussions. In all your communication, please be tactful and polite.

Online Access

Each student should have access to the Internet and must register for the Moodle e-course in the first week of classes. All class-related electronic communication will be done through Moodle messaging.

Attendance and Participation

No credit is given for being present, but being regularly late or passive affects your final grade. Every minute you are late for the class will be counted out of your class grade (thus, being 5 minutes late will become -5%).

It is also *your* responsibility to notify the instructor, the adviser and the office if you are going to miss a class because of an emergency (illness or other). This can be done via phone or email. *6 unexcused absences will result in an F for the course.* Your participation during the class will be graded collectively, as mentioned above, and it is your responsibility to work for the grade.

If you have a missed class because of an emergency, it is your responsibility to:

- a) Provide a document justifying your absence (medical certificate, etc.);
- b) Contact your instructor to arrange an extra assignment to make-up for a missing participation grade.

Unjustified absence does not qualify for a make-up. A zero received for a missed class is final.

Homework

Home assignments are an integral and important component of the instruction. All home assignments should be completed on time. If you miss, or do not understand, a home assignment, you must check with your instructor or with another student *promptly*. Below you will see the types of home assignments you will have during this course.

Assigned Readings/Videos

You are to read the assigned texts prior to coming to class. They are assigned for the week that follows to ensure the depth of classroom interaction and individual reflection. You are expected to look up unfamiliar words before coming to class.

Online Forums and Blogs

On our Moodle course site you will participate in online forums and write/record reflections on issues raised in class and topics given by the instructor. These have several benefits:

First, they accommodate the students who need more time to reflect on issues raised in our classroom discussions. Next, online forums/blogs allow you to record your thoughts and go back to read what your classmates have said on a particular topic. Finally, this recorded discussion may help you generate ideas for your essays. When participating in online forums, you are expected to follow the rules of netiquette.

For each Forum, you need to make a post answering the questions and then comment on at least two other classmates' posts. Make your comments worth reading.

Group Project and Presentation

You will work individually or in groups of four to work on a project and present it to the whole class. Specific instructions and grading criteria will be given on the Moodle course site.

Assignment Submission

All assignments must be submitted by the due date. No exceptions. *Late works will not be accepted, and the grade for the writing assignment will be zero (F).* Papers can be submitted electronically (preferred) or printed out and brought to class. The Moodle site will have the submission box for your assignments. All papers are to be typed, double-spaced in 12 pt. Times Roman typeface or 11 pt. Calibri with one-inch margins.

Cell Phones

All cell phones (including the instructor's) will be either turned off or set to "silent" for the duration of the class session. Failure to do so will affect your grade for the class (minus 10%).

Personal Issues

If you have any problems concerning the course material or the classroom instruction, you are encouraged to immediately discuss it with your instructor, or your advisor, outside of class time — during "office hours" (see course information).

Academic Honesty

Cheating or plagiarism in any form is unacceptable. All work submitted by a student must represent her/his own ideas, concepts, and current understanding. Any content that is referenced or has small amounts of material quoted should be cited using APA format. Images or other media used in projects should be original, used with permission, or come from public domain. You will find resources for the APA style and free media on our Moodle course site.

VI. Lesson Schedule*

Weeks	Test Skills and Materials (pages)
1-2	<p>Reading: S20-21 PRACTICE WITH UNDERSTANDING WORDS IN CONTEXT: CR20 Understanding words in context; H2A Practice with Context Cues; H2B Practice Selecting Vocabulary for Short Passages; H2C Practice Understanding Vocabulary in Context; CR21 Minitest; PRACTICE WITH MAIN IDEAS: CR22 Locating topics; CR23 Selecting a topic sentence; CR24 Checking the topic; H3A Practice Predicting the Topic from the Key Words; H3B Practice Identifying the Topic, Main Idea, and Details in a Series of Statements from a Reading Passage; H3C Practice Predicting the Topic</p> <p>Structure: S1-5 PRACTICE WITH NOUNS: S1 Identifying count and noncount nouns; S2 Reviewing plural and singular forms; S3 Locating and checking plurals and singulars; S4 Checking noun form; S5 Checking nouns; G^3 CHECK EXPRESSIONS OF QUANTITY: G3A Agreement Practice for Expressions of Quantity and Nouns; G3B More Practice with Expressions of Quantity; G^6 CHECK ADJECTIVES AND NOUNS: G6 Practice with Adjectives and Nouns G^15 CHECK APPOSITIVES AND THE NOUN STRUCTURES THEY RENAME: G15A Practice Recognizing Appositive Errors; G15B More Practice with Appositives; S6-10 PRACTICE WITH ARTICLES AND DEMONSTRATIVES: S6 Identifying the need for articles; S7 Checking articles; S8 Checking demonstratives; S9 Correcting articles and demonstratives; S10 Locating and checking articles and demonstratives; G^4 CHECK ARTICLES: G4A Practice Identifying Problems with Articles; G4B More Practice with Articles</p>
3-4	<p>Reading: H3D Practice Identifying the Topic and Main Ideas of a Reading Passage; H3E More Practice Identifying the Topic and Main Ideas; H3F More Practice Identifying the Topic and Main Ideas; H3G More Practice Identifying the Topic and Main Ideas; CR25 Mini-test; CHECK PURPOSE AND ORGANIZATIONAL PATTERNS: H4A Practice with Verbs Used in Questions About Purpose; H4B Practice Identifying Organizational Patterns; H4C Practice Identifying the Purpose and Organizational Patterns of a Reading Passage</p> <p>Structure: S11-16 PRACTICE WITH PRONOUNS AND POSSESSIVE ADJECTIVES: S11 Locating pronouns and possessive adjectives; S12 Checking pronoun and possessive adjective form; S13 Identifying referents; S14 Checking for agreement; S15 Completing</p>

	<p>the sentence; S16 Mini-test; G^5 CHECK PERSONAL, POSSESSIVE, AND REFLEXIVE PRONOUNS: G5A Practice with Pronouns; G5B Practice Identifying Incorrect Pronouns; S17-25 PRACTICE WITH SUBJECTS: S17 Focusing on subjects; S18 Locating subjects; S19 Checking subject-verb agreement; S20 Choosing the correct subject; S21 Understanding "it"; S22 Understanding "there"; S23 Checking "there" and "it"; S24 Mini-test; S25 Mini-test; G^19 CHECK it AND there SENTENCES: G19A Practice with It and There; G19B More Practice with It and There.</p>
5-6	<p>Reading: H4D More Practice Identifying the Purpose and Organizational Patterns of a Reading Passage; H4E More Practice Identifying the Purpose and Organizational Patterns of a Reading Passage; H4F More Practice Identifying the Purpose and Organizational Patterns of a Reading Passage; Reading Comprehension Checkpoint Test One for R1 through R4; PRACTICE WITH UNDERSTANDING DETAILS CR26 Locating referents; CR27 Understanding referents; CR28 Understanding transitions and connectors; H5A Practice Identifying Referents; H5B Practice Matching Reference Words with Their Referents; H5C More Practice with Reference Words</p> <p>Structure: S26-32 PRACTICE WITH VERBS: S26 Focusing on verbs; S27 Recognizing the passive and active voices; S28 Checking verb tense; S29 Checking subject-verb agreement; S30 Checking verb form; S31 Checking infinitives and gerunds; S32 Completing the sentence; G^1 CHECK SUBJECTS, OBJECTS, AND NOUN COMPLEMENTS: G1A Practice with Noun Structures Subjects, Objects, and Noun Complements; G1B Practice with the Functions of Noun Structures; G1C More Practice with Subjects, Objects, and Noun Complements; G^2 CHECK SUBJECTS AND VERBS: G2A Practice with Subject and Verb Errors; G2B More Practice with Subjects and Verbs; G2C More Practice with Subjects and Verbs; G^7 CHECK VERB TENSE FORMS: G7A Practice with Verb Tense Formation; G7B Practice Identifying Incorrect Verb Forms; G^8 CHECK VERB TENSE MEANINGS: G8A Practice with Time Markers and Verb Tenses; G8B Practice Identifying Incorrect Verb Tenses; G^9 CHECK PASSIVE AND ACTIVE SENTENCES: G9A Practice with Passives; G9B More Practice with Active and Passive Verbs; G^10 CHECK MODALS AND MODAL-LIKE VERBS: G10A Practice with Modals and Modal-Like Verbs; G10B More Practice with Modals and Modal-Like Verbs</p>
7-8	<p>Reading: H6A Practice Scanning for Facts and Details; H6B Practice Answering Questions about Facts and Details; H6C Practice Answering Questions About Facts and Details As They Appear on the TOEFL; H6D More Practice Answering Questions on Facts and Details; H6E More Practice Answering Questions on Facts and Details; CR29 Understanding exceptions; CR30 Understanding complex structures</p> <p>Structure: G^11 CHECK SUBJECT-VERB AGREEMENT: G11 Practice with Subject-Verb Agreement; G^17 CHECK -ING AND -ED MODIFYING PHRASES: G17A Practice with -ING and -ED Phrases and Modified Nouns; G17B More Practice with -ING and -ED Modifying Phrases; G^18 CHECK GERUNDS AND INFINITIVES: G18A Practice Distinguishing Gerunds and Infinitives from Other Verb Forms; G18B Practice with Verb + Gerund and Verb + Infinitive Combinations; G18C Practice with Gerunds and Infinitives That Take Objects; G18D Practice Identifying Problems with Gerunds and Infinitives; S33-37 PRACTICE WITH SUBJECT/AUXWORD INVERSIONS: S33 Identifying words and phrases that cause a change in word order; S34 Locating inversions; S35 Correcting word order; S36 Completing the sentence; S37 Minitest; G^25 CHECK STANDARD WORD ORDER: G25A Practice with Standard Word Order; G25B More Practice with Standard Word Order; G^26 CHECK WORD ORDER IN SUBORDINATE CLAUSES BEGINNING WITH QUESTION WORDS: G26A Practice Identifying Word Order Errors; G26B More Practice with Word Order; G^27 CHECK INVERTED SUBJECT-VERB WORD ORDER WITH SPECIAL EXPRESSIONS AND IN CONDITIONAL SENTENCES: G27A Practice with Inverted Subject-Verb Word Order with Special Expressions; G27B Practice with Inverted Subject-Verb Word Order in Conditionals; G27C More Practice with Inverted Subject-Verb Word Order; S38-43</p>

	<p>PRACTICE WITH WORD FORMS: S38 Identifying suffixes; S39 Identifying functions; S40 Checking noun forms; S41 Checking verb forms; S42 Checking adjective forms; S43 Checking adverb forms; G^20 CHECK WORD FORM AND FUNCTION: G20A Practice with Word Forms; G20B Practice with Word Forms and their Functions; G20C Practice with Adjective and Adverb Forms; G20D Practice Identifying Word Form Errors; G^21 CHECK WORD FORM AFTER VERBS: G21 Practice with Word Forms After Verbs; G^22 CHECK WORD FORM PERSON NOUNS AND ACTIVITY NOUNS: G22 Practice with Person and Activity Nouns; G^23 CHECK WORD FORM WORDS THAT DON'T EXIST IN ENGLISH: G23 Practice with Words that Do Not Exist in English; G^30 CHECK CONFUSING WORDS AND EXPRESSIONS: G30A Practice with Confusing Words and Expressions; G30B More Practice with Confusing Words and Expressions</p>
9-10	<p>Reading: PRACTICE WITH RESTATEMENT: CR31 Identifying if statements are the same or different; CR32 Identifying restatements; CR33 Locating restated information; CR34 Identifying lines; CR35 Finding facts; CR36 Mini-test; PRACTICE WITH INFERENCES: CR37 Identifying inferences in statements; CR38 Locating inferred information; CR39 Checking if a statement can be inferred; CR40 Identifying inferences in paragraphs; CR41 Drawing conclusions</p> <p>Structure: S44-52 PRACTICE WITH WORD CHOICES: S44 Checking "and," "or," and "but"; S45 Checking "either ... or," "neither ... nor," and "both ... and"; S46 Checking "so," "as," and "such as"; S47 Checking "too," "enough," and "so"; S48 Checking "many," "much," "few," and "little"; S49 Checking "like," "alike," and "unlike"; S50 Checking "another," "the other," "other," "the others," and "others"; S51 Checking frequently confused words; S52 Mini-test; PRACTICE WITH CLAUSES: S53 Recognizing complete simple sentences; S54 Recognizing complete complex sentences; S55 Identifying noun clauses; S56 Identifying noun clause functions; S57 Locating subject and verb in independent clauses; S58 Locating subject and verb in noun clauses; S59 Checking verbs in the noun clause; S60 Choosing the correct clause marker; S61 Mini-test; G^1 CHECK SUBJECTS, OBJECTS, AND NOUN COMPLEMENTS: G1A Practice with Noun Structures Subjects, Objects, and Noun Complements; G1B Practice with the Functions of Noun Structures; G1C More Practice with Subjects, Objects, and Noun Complements; G^2 CHECK SUBJECTS AND VERBS: G2A Practice with Subject and Verb Errors; G2B More Practice with Subjects and Verbs; G2C More Practice with Subjects and Verbs; G^13 CHECK MAIN AND SUBORDINATE CLAUSE MARKERS: G13A Practice with Main Clause Markers; G13B Practice with Clauses and Subordinate Clause Markers; G13C Practice Identifying Clause Marker Errors; G^14 CHECK PREPOSITIONAL PHRASES AND SUBORDINATE CLAUSES: G14A Practice Identifying Main Clauses, Subordinate Clauses, and Prepositional Phrases; G14B Practice Identifying Errors in Prepositional Phrases and Subordinate Clauses; G14C More Practice with Phrases and Clauses; G^16 CHECK ONEWORD -ING AND -ED ADJECTIVES: G16 Practice with -ING and -ED Adjectives</p>
11-12	<p>Reading: H7A Practice Making Inferences by Identifying Statements That Can Be Inferred from a Passage; H7B Practice Identifying and Understanding Words That Signal Relationships in a Reading Passage; H7C Practice Making Inferences and Understanding Implied Information; H7D More Practice Making Inferences and Understanding Implied Information; H7E More Practice Making Inferences and Understanding Implied Information; CR42 Mini-test; CHECK THE ATTITUDE OF THE AUTHOR AND THE TONE OF THE PASSAGE: H8A Words Describing the Author's Attitude and the Tone of a Passage; H8B Practice Identifying the Author's Attitude and the Tone of a Passage; H8C More Practice Identifying the Author's Attitude and the Tone of a Passage; H8D More Practice Identifying the Author's Attitude and the Tone of a Passage; Reading Comprehension Checkpoint Test Two for CR1 through CR8</p> <p>Structure: PRACTICE WITH ADJECTIVE CLAUSES: S62 Locating clause markers; S63 Locating adjective clauses; S64 Checking clause markers; S65 Choosing the correct clause marker; S66 Locating the subject and verb in the adjective clause; S67 Checking verbs in adjective clauses; PRACTICE WITH REDUCED ADJECTIVE CLAUSES: S68</p>

	Locating adjective phrases; S69 Identifying adjective phrases and clauses; S70 Recognizing whether or not clauses can be reduced; S71 Checking verb forms; S72 Mini-test; PRACTICE WITH ADVERB CLAUSES: S73 Locating adverb clauses; S74 Identifying adverb clauses; S75 Locating subjects and verbs of adverb clauses; S76 Checking verb tense and form; S77 Choosing the correct clause marker; PRACTICE WITH REDUCED ADVERB CLAUSES: S78 Identifying adverb phrases and clauses; S79 Recognizing clauses that can be reduced; S80 Checking verb form; S81 Choosing the correct clause marker; S82 Mini-test
13-14	Structure: S83-88 PRACTICE WITH COMPARING: S83 Locating phrases; S84 Identifying the kind of phrase; S85 Checking comparatives; S86 Checking parallel comparatives; S87 Checking superlatives; S88 Checking expressions of equality and inequality; G^24 CHECK EQUATIVE, COMPARATIVE, AND SUPERLATIVE DEGREE: G24A Practice with Equative, Comparative, and Superlative Structures; G24B More Practice with Equative, Comparative, and Superlative Degree; G24C More Practice with Equative, Comparative, and Superlative Degree; S89-91 PRACTICE WITH PARALLEL STRUCTURES: S89 Locating parallels; S90 Checking for parallels; S91 Checking parallels; G^28 CHECK PARALLEL STRUCTURE IN COMPARISONS AND IN SERIES JOINED BY AND, BUT, OR OR: G28A Practice with Parallel Structure in Words, Phrases, and Clauses in a Series; G28B Practice with Parallel Structure in Comparisons; G28C More Practice with Parallel Structure; G28D More Practice with Parallel Structure; G^29 CHECK PAIRED EXPRESSIONS: G29A Practice with Paired Expressions; G29B More Practice with Paired Expressions; S92-95 PRACTICE WITH PREPOSITIONAL PHRASES: S92 Identifying prepositional phrases; S93 Locating prepositional phrases; S94 Identifying the correct preposition; S95 Identifying the correct phrase; G^12 CHECK PREPOSITIONS AND PREPOSITIONAL PHRASES: G12A Practice Identifying Preposition Errors; G12B More Practice with Prepositional Phrases; S96-99 PRACTICE WITH REDUNDANCIES: S96 Checking phrases; S97 Identifying redundancies; S98 Mini-test; S99 Structure and Written Expression Practice Test
15	FINALIZING SKILLS: Review and Practice Tests

LEGEND: GR = Longman, Structure and Written Expression Section
RD = Longman, Reading Section
TWE = Longman, Test of Written English Section

* This schedule is subject to adjustments and changes. You will be notified beforehand.

** E-course assignments and deadlines will be posted on the course page.

*** Glossary-related projects will be posted on the e-course