

## GRAMMAR REFRESHER

### LEARNING OBJECTIVES

The student will be able to:

- Identify parts of speech and understand their purposes.
- Use a dictionary to the correct use of a word, including its meaning, part of speech, pronunciation, and spelling.
- Identify and avoid the most common grammar errors in writing and speech.
- Proofread his or her writing and the writing of others to identify and correct any errors.

### COURSE OUTLINE AND TOPICS COVERED

The textbook used is Smith, Leila R. (2002) English for Careers: Business, Professional, and Technical. Englewood Cliffs, NJ: Prentice Hall. The following topics will be covered:

**Week 1:** Introduction to the course; Chapter 1 (parts of speech)

**Week 2:** Chapter 3 (using a dictionary); Chapter 2 (sentences)

Note: Please bring a dictionary to the second class, if possible.

**Week 3:** Chapter 4 (nouns); Chapter 5 (pronouns)

**Week 4:** Chapter 6 (verbs); Chapter 7 (adjectives and adverbs)

**Week 5:** Chapter 8 (apostrophes); Chapter 9 (commas)

**Week 6:** Chapter 10 (more punctuation); Chapter 12 (homonyms, pronunciation)

**Week 7:** Chapter 13 (style); proofreading

**Week 8:** Overflow, review, and evaluation

### TEACHING/LEARNING METHODS

- Students will read the assigned chapters before class.
- Class time will consist of brief lectures/explanations, discussions, question-and-answer sessions, and exercises.
- Self-corrected quizzes will enable students to monitor their progress and identify areas that need attention.

### ASSIGNMENTS

- Readings and exercises from the textbook will be assigned each week.