

ESLNC-20: ESL READING, WRITING AND GRAMMAR 4

Effective Term

Fall 2025

CC Approval

03/07/2025

AS Approval

03/13/2025

BOT Approval

03/20/2025

COCI Approval

05/22/2025

SECTION A - Course Data Elements

CB04 Credit Status

Noncredit

CB22 Noncredit Category

English as a Second Language (ESL)

Discipline

Minimum Qualifications	And/Or
English as a Second Language (ESL): Noncredit (Specific Degree and Professional Experience)	

Subject Code

ESLNC - English as a Second Language Noncredit

Course Number

20

Department

English as a Second Language Noncredit (ESLNC)

Division

Language and Developmental Studies (LADS)

Full Course Title

ESL Reading, Writing and Grammar 4

Short Title

ESL Read, Write and Grammar 4

CB03 TOP Code

4930.87 - English as a Second Language - Integrated

CB08 Basic Skills Status

BS - Basic Skills

CB21 Prior Transfer Level

A - One level below transfer

CB09 SAM Code

E - Non-Occupational

Rationale

Renumbering non-credit courses.

SECTION B - Course Description

Catalog Course Description

This course is Level 4 of the college ESL program focusing on the integration of the major language learning components, including reading, writing, and grammar. Students will build on the major components of ESL Reading, Writing, and Grammar 3, reading full-length works of fiction and/or nonfiction and continuing to improve and expand reading comprehension, vocabulary skills, and overall written fluency. They will write, revise, and edit paragraphs and short essays, summarize and respond to selected readings, and improve their ability to identify and correct common errors of in grammar and syntax.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

No Grade-Noncredit

Allow Audit

Yes

Requisites

SECTION D - Course Standards

Is this course variable hour?

No

Total Instructional Hours

108

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Compose a developed and organized 400–500-word essay with an explicitly stated thesis, clear introduction, body, and conclusion.
2.	Demonstrate competency using simple, progressive, and perfect tenses with few basic errors in writing.
3.	Identify and correct common errors of grammar and syntax.
4.	Demonstrate ability to summarize, paraphrase, and critically read and comprehend a variety of low-advanced level vocabulary and reading materials, including full-length works of fiction and non-fiction, and textbook selections.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Utilize a variety of reading strategies.
2.	Identify, analyze and interpret main ideas and important supporting ideas and examples in non-fiction and fiction reading materials.

3. Demonstrate understanding of literal and inferred meaning of low-advanced written text.
4. Expand academic vocabulary comprehension and usage.
5. Interpret and use appropriate resources for vocabulary development (e.g., dictionary, thesaurus, footnotes).
6. Compose simple, compound and complex sentences.
7. Compose narrative, descriptive, and problem/ solution paragraphs and compositions.
8. Compose paragraphs that develop main ideas with supporting details and examples.
9. Summarize selected reading passages.
10. Compose a composition expressing opinions and facts supported by logical reasoning.
11. Identify and correct common errors of grammar and syntax, including run-on sentences and sentence fragments.
12. Edit writing for grammar, syntax, and punctuation errors.
13. Use all simple and progressive tenses, and the present perfect verb tense, with a high degree of accuracy.
14. Demonstrate familiarity with the past perfect verb tense.
15. Correctly use adverbial and noun clauses.
16. Use participial adjectives and recognize other uses of passive voice.
17. Identify and correctly use gerunds and infinitives.
18. Correctly use selected modal auxiliaries of probability, possibility, obligation, necessity, and advice in present and past (i.e., perfect) forms, including phrasal modals.

Course Content

1. Reading Skills & Strategies
 - a. Pre-reading strategies and prediction of content
 - b. Skimming to categorize main points and text structures
 - c. Scanning to identify different types of supporting details, examples and reasons
 - d. Analysis of persuasive language.
 - e. Vocabulary learning strategies
 - i. Affixes, suffixes, and root words
 - ii. Parts of speech
 - iii. Context clues
 - iv. Determining appropriate definition from the dictionary
 - v. Demonstration and usage of academic vocabulary with few errors
 - f. Identification of themes in writing
 - g. Distinction between fact and opinion
 - h. Inferring meaning from context
 - i. Analysis of points of view
 - j. Analysis of organization and purpose
 - k. Annotation and highlighting
2. Writing Skills & Strategies
 - a. Composition and writing process
 - i. Pre-writing strategies, including brainstorming
 - ii. Drafting
 - iii. Revising
 - b. Editing Basic 5-paragraph essay structure and development
 - i. Introduction paragraphs
 - ii. Thesis statements
 - iii. Body paragraphs with effective topic sentences, supporting sentences, and transition sentences
 - iv. Body paragraph development: logical ordering of paragraphs and development of cohesion
 - v. Conclusion paragraphs with restatement of thesis
 - c. Incorporation of in-text citations and reference lists
 - d. Integration of source material such as data
 - e. Accuracy and editing techniques: mechanics, spelling, format, sentence structure analysis and boundaries
 - f. Accuracy and revision of sentence level errors: fragments, run-on sentences, etc.
3. Grammar Skills & Strategies
 - a. Review and practice of verb tenses, including correct use of:
 - i. Present perfect vs. past
 - ii. Irregular past verbs and past participles

- iii. Simple present vs. present progressive
- iv. Simple past vs. past progressive
- v. Past perfect
- b. Infinitives and gerunds as subjects and objects
- c. Passive vs. Active Voice
- d. Noun clauses and reported speech
- e. Independent and dependent clauses, including correct use of:
 - i. Compound sentences with coordinate and adverbial conjunctions
 - ii. Complex sentences with subordinate conjunctions
- f. Subject-verb agreement
- g. Prepositional phrases

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Activity	Students actively participate in pair or group work to complete classroom exercises.
Lecture	Teacher lectures and leads discussion to introduce new material.
Discussion	Collaborative group exercises and projects in which students discuss concepts and ideas presented in lectures and readings.
Other	Practical: Students practice and apply learned material through a variety of interactive activities, including peer review of writing assignments.

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	Grammar chapter tests. Final Exam - Cumulative grammar final and in-class writing assessment. Reading final: Example: Final exam which assesses reading comprehension, inference, grammar and usage of vocabulary
Quizzes	Verb form quizzes. Vocabulary quizzes: Example: Vocabulary quizzes with 15-20 multiple choice options and/or fill-in-the-blank question types covering content related to reading tasks.
Portfolios	Instructor may choose to use portfolio method to assess writing.
Essays/Papers	6-8 paragraph/composition assignments.
Other	1. Test for each unit covered in grammar text. 2. Weekly verb quizzes. 3. Cumulative grammar exam. 4. 6-8 paragraph and composition assignments with revisions. 5. Completion of homework assignments. 5-8 vocabulary and reading comprehension quizzes.

Assignments

Reading Assignments

Read and comprehend passages and articles in assigned text and handouts.

Example 1: Read the article, "The Water Beneath Our Feet," on pages 49-50 of the text, "From Reading to Writing." After completing the comprehension and analytical exercises which follow on pages 50-52, write a concise summary of the article.

Example 2: Select and read a newspaper article about any subject of interest. Highlight the sentences that contain reported speech and direct quotations. Write a one paragraph summary of the article.

Writing Assignments

1. 6-8 paragraph and composition assignments
2. Weekly journal writing
3. Summary/responses of selected readings
4. All assigned grammar exercises.

Example 1. Summarize sections of assigned reading from a low advanced fiction or non-fiction book and write an essay or book report. Your goal is to make your reader understand the author's main arguments and/or theses as well as critically analyze the literary techniques used.

Example 2. Write an essay in which you describe an important family tradition. Be sure to explain what happens during this time, who is involved, and the importance of the tradition.

Other Assignments

Instructor may choose to give internet-based writing and/or reading assignments to supplement text.

Vocabulary logs: Create a vocabulary log to keep track of new vocabulary. The log will contain 5 parts: vocabulary word, part of speech, definition, how the word was used in writing, and creation of a sentence using new vocabulary word.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Title

Longman's Dictionary of American English

Edition/Version

4th

Publisher

Addison Wesley Longman

Year

2008

Material Type

Textbook

Author

Ward, C.

Title

From Reading to Writing 4

Publisher

Pearson Longman

Year

2010

Material Type

Textbook

Author

Broukal, M.

Title

Weaving It Together 4: Connecting Reading and Writing

Edition/Version

4th

Publisher

Heinle-ELT

Year

2016

Material Type

Textbook

Author

Roehr, S

Title

More Grammar Practice 3

Edition/Version

2nd

Publisher

Heinle-Cengage

Year

2011

Material Type

Textbook

Author

Wallis, V

Title

Two Old Women

Edition/Version

1st

Publisher

Epicenter Press

Year

2004

Material Type

Textbook

Author

Albom, M.

Title

The Five People You Meet in Heaven

Publisher

Hachette Books

Year

2003

Material Type

Textbook

Author

Azar B. S. and S. A. Hagen

Title

Understanding and Using English Grammar

Edition/Version

5th

Publisher

Pearson Longman

Year

2017

Material Type

Textbook

Author

Smith, L.

Title

Reading for Today 4: Concepts

Edition/Version

4th

Publisher

National Geographic/(ELT)

Year

2016

Course Codes (Admin Only)**ASSIST Update**

No

CB00 State ID

CCC000616078

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

L - Non-Enhanced Funding

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Not Program Applicable

Allow Pass/No Pass

No

Only Pass/No Pass

No