

TOEFL Preparation and Writing

Materials needed:

TOEFL ibt textbook with CD

Planner, paper and pencil

Red pen for grading

Dictionary and thesaurus

Writing journals

Objective: To increase your vocabulary, reading skills, comprehension and writing skills so as to pass the TOEFL exam in May. Students should be able to move effectively through the stages of the writing process, with careful attention to inquiry and research, drafting, revising, editing and review. We will focus on the standard 5 paragraph essay format.

Outline:

1st Semester – We will discuss cheating and plagiarism. Students will practice writing Descriptive, Persuasive, Expository and Narrative essays. Complete 15 lessons surrounding weekly vocabulary words and their uses with a comprehensive semester final.

2nd Semester – We will focus on the mechanics of writing and test taking strategies. Complete 15 lessons surrounding weekly vocabulary words and their uses with a comprehensive semester final. We will work on our listening and speaking skills.

Method of Learning:

We will have weekly vocabulary and daily writing prompts. Practice listening and note taking strategies in and out of class. Practice test taking on internet based TOEFL test. We will read the I.Q.: Independence Hall book together as a class by chapters. We will do activities to reinforce comprehension. We will learn how to read and speak English better. There will be a test over each section (every few chapters) to check for comprehension. We will also work through daily assignments on grammar and punctuation. Students will be required to write a response to a writing prompt in their journals and meet with their mentor to review and discuss their writing together.

Homework should be discussed with the host family and ***signed by the host parent***. Without a host parent signature, it will be considered incomplete. Do not do your homework with another student unless specifically directed by the instructor to do so. Copying together will result in a zero for that assignment in addition to your letter grade being reduced for the

semester. While sharing answers in many countries is considered acceptable, at PAA it is strongly discouraged .

Method of Evaluation:

30% homework and class activities

25% vocabulary quizzes

30% comprehension tests

15% daily writing assignments

Please note that points are available for participation in class during class activities.

Grades will be assigned based on a straight percentage.

Class Expectations:

It is anticipated that students will come to class fully prepared. That includes bringing the text-book, paper and pens. Food and drink should stay outside the classroom. Water bottles are the exception. Do not leave class without a hall pass. Assignments are due at the beginning of class. Each assignment should have first and last name, class name and date on it.

Late Work:

Assignments that are not turned in at the **beginning** of class will be considered late and graded at 50% of the total value. Assignments will not be accepted after the due date and students will receive 0 credit for that assignment, unless they have a written excuse from their host parent. Failure to plan ahead is not an excuse.

If you have been absent, it is your responsibility to contact me or a classmate to get missed work and be prepared for class when you return.

Quizzes and Tests:

There will be impromptu quizzes throughout each quarter. There will be a test following each chapter or unit of study. There will be a cumulative test at the end of each Semester. More information will be given prior to each test.

Written and oral tests and quizzes are given on a regular basis. Students are expected to know the material being tested. Please memorize facts covered in each chapter as we go. Correct pronunciation of vocabulary items is essential. Review vocabulary while riding home and just before going to bed. Say the words out loud in the mirror to remember them. Ask your host family to use the words often.

Attendance:

Attendance is a very important part of any class. Please arrive on time and let me know if you will be missing a class so that you can get the work that you'll be missing. There may be quizzes that you will not be able to make up so class attendance is imperative to keep up your grade.

Students who participate in after school activities may receive bonus points at the end of the quarter toward their grade.

Academic Honesty:

It is easy to cut and paste information from the internet to complete a project or paper. All sources must be listed. Plagiarism or copying from another student will result in a zero on that assignment and a drop in one letter grade in the class. If you allow another student to copy your paper, it is impossible for me to determine who wrote the information first, so both papers will receive a zero. A second offense will require a meeting with school administration and parents.

Classroom Decorum:

Hall passes are for emergencies only. You will be allowed only 10 per quarter. It allows you to go three places: bathroom, locker, and drinking fountain. Any other locations require a destination pass signed by the teacher before you leave.

Dress appropriately for school according to the dress code in the handbook.

Cell phones and iPods belong in your locker not in class. I reserve the right to hold it for you for the day if necessary.

You are able to keep track of your grade and class assignments by going online to PowerSchool. Mrs. Rey will have passwords for you and your parents so you may have access 24 hours a day to that information.

Textbooks:

Students are expected to treat their textbooks with care and return them in good condition. If a textbook is not returned, or is damaged, the student will be charged for the replacement cost of that book.

If any questions, please contact me at mbibb@paasda.org or mrsbibb@gmail.com .