

Certificate Course in Basic English Grammar

SESSION 1: In-class activities and lessons:

Beginnings: Parts of Speech: Nouns, Pronouns, Verbs & Verbal Phrases (Verbals)

SESSION 2: In-class activities and lessons:

- **VERBS:** The heartbeat of grammar.
- **COMPLETE SENTENCES:** Subjects, Verbs vs. Verbals, Objects, Complements and Adverbials
- **APOSTROPHES:** Possessives, Contractions, Plurals
- **POSSESSIVE PRONOUNS**

Errors addressed:

Sentence fragment (incomplete sentence)

its vs. it's your vs. you're

Things like "The grape's are good."

SESSION 3

Homework to be completed for today:

Read and do exercises for Nouns, Pronouns, Verbs, Verbal phrases, Subjects, Subject-Verb Agreement, Pronoun, Apostrophe (possessive with gerund), Additional homework on possessives and plurals from handout.

In-class activities and lessons:

- Go over homework exercises completed for today;
- review **AGREEMENT (S-V and pronoun)**;
- review **APOSTROPHES**;

SESSION 4

- Introduce **CLAUSES: Independent and Subordinate.**
- Introduce **JOINING CLAUSES**
- Introduce **FRAGMENT, COMMA SPLICE**
- **SUBORDINATORS:** make subordinate clauses
- **TRANSITIONERS:** however, therefore, etc. don't affect clauses.

Errors addressed:

- Fragments

- Apostrophe use
- Wrong word

SESSION 5

Homework to be completed for today:

- Read and do exercises for Subordinate Clauses

In-class activities and lessons:

- Go over homework exercises;
- review **JOINING INDEP. CLAUSES**;
- review **FRAGMENTS**
- Review **AGREEMENT**: pronouns and S-V

SESSION 6

- Introduce **PRONOUNS: CASE** (who vs. whom, she vs. her, etc.)
- **Errors**: Subject-verb disagreement, e.g., "The flowers on the table is pretty."
- Pronoun-antecedent disagreement, e.g., "Does everyone have their book?"
- Pronoun: Case ("I" vs. "me")

SESSION 7

Homework to be completed for today:

- Read and do exercises for Prepositional Phrases
- Pronoun Case Who, Whom — Additional website exercises on pronoun case

In-class activities and lessons:

Go over homework exercises; review **PRONOUN CASE**.

SESSION 8

Introduce **PUNCTUATION esp. COMMAS** ("that" vs. "which" clauses). **COLON, SEMI-COLON, QUOTATION MARKS**

Errors:

- Common pronoun errors: Vague pronoun reference, disagreement in number.
- Pronoun case; "It is a secret between he and I."
- Wrong word: LIE vs. LAY

SESSION 9

Homework to be completed for today:

Read and do exercises for Commas, wrong commas, Semi-colons, Colons, Quotation Marks, Other Punctuation. Additional homework: Handout on punctuation (quotation marks).

- Wrong/unnecessary commas
- Apostrophe use
- End punctuation

In-class activities and lessons:

Go over homework exercises; review **PUNCTUATION**

SESSION 10

- **PASSIVE vs ACTIVE VOICE**(verbs).
- **MODIFIERS:** mixed, adjectives, adverbs

Errors:

- Wrong pronoun case (*pay attention to clauses; find the S-V relation first*)
- Shift in person (*don't fall into "you," 2nd person*)

SESSION 11

Homework to be completed for today:

- Read and do exercises for Adjectives, Adverbs, Adjectives, Adverbs, Misplaced Modifiers. Additional homework handout on Passive Voice.
- Errors in Adjectives/Adverbs

In-class activities and lessons:

- Go over homework exercises;
- review **modifiers, COMMAS, PUNCTUATION.**
- Review for final exam.

SESSION 12

Conducting Final Exam.

Errors:

- Misplaced commas
- Misplaced or dangling modifier
- Misused punctuation marks

Handwritten signature in blue ink, possibly "Rashmi".

Handwritten signature in blue ink, "Leena Pandhar".

PRINCIPAL

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Certificate Course in Basic English Grammar 2017- 2018

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[Signature]
Course Coordinator