

**Bergen Community College**  
Division of Arts & Humanities  
Department of ESL & World Languages  
Course Syllabus  
**ALP- 061: American Language III: Grammar**

**Information About Course and Instructor:**

Semester and year: SP 2025

Section Number: ALP-061-xxx

Meeting Times:

Locations:

Instructor:

Office Location:

Office Hours:

Email Address:

Phone:

Departmental Secretary: Esma Gecir (201)447-7168 (Room: A-333)

**Course Description:**

ALP-061 American Language III: Grammar is a course in English grammar for advanced English language learners. This course includes the study of linguistic structures needed for college-level reading, writing, speaking and listening. The course completes the study of English sentence structure and correct verb usage.

ALP-061: 3 non-degree credits; 3 lecture

Pre-requisite: ALP-051

Pre- or Co-requisites: ALP-053; ALP-054

**Student Learning Outcomes:**

As a result of meeting the requirements in this course, students will be able to:

- Demonstrate their competency in using the following grammatical forms in academic discourse: adverb, adjective and noun clauses; passive voice, modals in past forms, gerunds and infinitives; connectives; verb tenses
- Use appropriate grammatical structures to express opinions, arguments, and reasons
- Apply their knowledge of advanced structures of English in paragraph, essays and personal journals.

**Means of Assessment:**

To determine whether they have achieved the course goals, teachers will evaluate:

- Quizzes and tests
- Written journals, paragraph and/or essay
- Participation in speaking exercises in pair and group work, and class discussions
- Final Exam

### **Course Content:**

This course reviews intermediate level grammar and introduces structures that students need for reading, writing, speaking and listening at an advanced level of English. Instructors may teach these structures as they find appropriate. However, sentence and paragraph writing should be used when possible.

### **Verb Tenses used in academic discourse**

#### **Adverbial Clauses**

Time, cause/effect, contrast, condition  
Reducing adverb clauses to phrases

#### **Adjective Clauses**

*who, whom, that, which, whose, where, when*  
Restrictive and non-restrictive  
Reducing adjective clauses to phrases

#### **Noun Clauses**

Noun Clauses  
Direct & Reported Speech

#### **Connectives**

Connectives for Cause-Effect, Contrast, Condition

#### **Passive**

Functions in academic discourse; mostly simple present and simple past tenses

#### **Gerunds & Infinitives**

Expanded Verb List  
Expressions that use Gerunds and Infinitives

#### **Modals & Modal Expressions**

Modals in past time  
Passive modals

#### **Conditional Sentences and Wishes**

Overview  
True in the Present/Future  
Untrue in the Present/Future  
Untrue in the Past  
Implied Conditions  
Using *Would* to make wishes

### **Course Texts and/or Other Study Materials:**

Azar, Betty & Hagen, Stacy. *Understanding and Using English Grammar*, with *MyEnglishLab* (5th edition). Pearson Longman. 2016.

ISBN-13: 9780133994599

**Research, Writing, and/or Examination Requirement(s):**

The online component of the textbook, *MyEnglishLab*, is highly recommended for the sufficient practice of the structures outside of the class. Other learning technologies can be used as appropriate (e.g., Canvas activities, the Internet, YouTube, PowerPoint, etc.)

There is NO departmental Final Exam in Grammar. You can use your own final exam and assign the percentage value that goes toward the final grade.

**Grading Policy:**

A student's final grade for the course is based primarily on his/her **performance** on the required work for the course (homework, writing assignments, tests), class participation, group work and on his/her overall **mastery** of the material covered in the course.

Sample Evaluation Plan:

Class Participation and Attendance:	15%
Chapter Tests and Quizzes:	50%
Homework (including Grammar Journals and MEL):	15%
Midterm/Final Exams:	20%

Grade Breakdown:	A	90-100
	B+	86-89
	B	80-85
	C+	76-79
	C	70-75
	D	65-69
	F	64-below

**Attendance Policy:**

All students are expected to attend every scheduled meeting of each course in which they are registered. Attendance will be taken at each class session. If students miss a class, they should find out what they missed. It is probably a good idea for students to exchange telephone numbers/emails with other students as a way to find out about missed classes.

Poor attendance will affect a student's grade. If a student's absence exceeds one and a half times the number of weekly meetings, the student's grade will be lowered by one full letter grade. If a student is absent excessively, the student can expect to fail the course. Lateness counts, too. Two late arrivals will equal one absence.

**Plagiarism Policy:**

Students are responsible for their own work. Bergen Community College is committed to academic integrity-the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. Behavior that demonstrates a lapse in Academic integrity includes Plagiarism.

Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own. Examples of plagiarism include instances in which a student:

- knowingly represents the work of others as his/her own
- represents previously completed academic work as current

- submits a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source
- uses another author's exact words without enclosing them in quotation marks and citing them appropriately
- paraphrases or summarizes another author's words without citing the source appropriately

Source: [Bergen Community College Catalog, 2016 \(page 9\)](#)

### **Academic Integrity Statement:**

Academic Integrity is a standard of conduct in the *BCC Student Code of Conduct*:

[https://bergen.edu/wp-content/uploads/StudentCodeofConduct2016\\_EngVer12062016.pdf](https://bergen.edu/wp-content/uploads/StudentCodeofConduct2016_EngVer12062016.pdf)

The College defines academic integrity as “the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to encourage academic honesty.”

Examples of behavior that demonstrate a lapse in academic integrity include: copying another student's work, doing the work for someone else, sharing answers during an exam, plagiarism, and unethical use of technology for acquiring information from the Internet.

***NOTE:** If any of your work, all or in part, is plagiarized, that is copied from any source without proper citation, or there is any reason to suspect that it is not your own, it will not be accepted, and you will receive 0% for that assignment.*

### **Accessibility Statement**

Bergen Community College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class, complete course requirements, or benefit from the College's programs or services, contact the Office of Special Services (OSS) as soon as possible at 201-612-5270 or [www.bergen.edu/oss](http://www.bergen.edu/oss). To receive any academic accommodation, you must be appropriately registered with OSS. The OSS works with students confidentially and does not disclose any disability-related information without their permission. The OSS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student service offices.

### **Student Support Services**

Bergen Community College provides exemplary support to its students and offers a broad variety of opportunities and services. A comprehensive array of student support services including advising, tutoring, academic coaching, and more are available online at <https://bergen.edu/currentstudents/>.



**Course Outline and Calendar:**

Week	Topics	Learning Outcomes	Assignments
1	Introduction to the Course Review – Time and Tenses: Present/Past/Future Adverbials of Time	1/2	Textbook MEL: Ch.1-3 Diagnostic writing
2 & 3	Verb Tenses Used in Academic Discourse: Simple Present/Simple Past/Present/Past Perfect Complex Sentence with Adverbial Clauses of Time	1/2/3	Textbook MEL: Ch.4 Quiz/Test/Journal writing
4 & 5	Complex Sentences with Noun Clauses; Reporting Verbs Adjective Clauses Reducing Clauses to Phrases	1/2/3	Textbook MEL: Ch. 12-13 Quiz/Test/Journal writing
6	Complex Sentences with Adverbial Clauses: Cause/Effect/ Contrast/ Condition Adverbial Clauses/Reducing Clauses to Phrases	1/2/3	MEL: Ch. 17-18 Quiz/Test/Journal writing
7	Review – <b>Midterm Exam</b>		MEL: Midterm Exam Review
8	Modals Review and Modal Expressions of Prediction & Inference: Past and Present	1/2/3	Textbook MEL: Ch.9 Quiz/Test
9	<b>Spring Break</b> -No Classes		
10	Modals Review and Modal Expressions of Prediction & Inference: Past and Present	1/2/3	Textbook MEL: Ch.10 Quiz/Test/Journal writing
11	Passive Voice	1/2/3	Textbook MEL: Ch. 11 Quiz/Test/Journal writing
12 & 13	Gerunds & Infinitives	1/2/3	Textbook MEL: Ch. 14,15 Quiz/Test/Journal writing

14	Conditional Sentences and Wishes	1/2/3	Textbook MEL: Ch. 20 Quiz/Test/Journal writing
15	Review – <b>Final Exam</b>		MEL: Final Exam Review
16	Personal Conferences Semester Ends		

Note: This Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.