



**ESL 274/474-50Z/51Z**  
**Advanced Grammar & Proofreading for Writers**  
**Winter 2025**

Instructor: Alice Chan  
Time: Mon/Wed 6:30-7:45pm  
Email: chanalice@deanza.edu

Office Hours: Mon/Wed 7:45-8:45 PM  
on Zoom  
By appointment

**Course Description**

This is an advanced- level elective course that focuses on helping students improve their grammar knowledge to become successful academic writers. This class addresses students' individual needs to understand grammatical structures fundamental to college writing and to develop effective proofreading skills.

**STUDENT LEARNING OUTCOMES (SLOs)**

When you complete this course, you will be able to:

- Analyze and use English grammar, usage and mechanics for correctness in writing for various academic purposes.
- Evaluate own writing to edit and proofread effectively.
- Develop awareness of error patterns and make corrections and improvements to those patterns.

**PREREQUISITE**

ESL 265/465 with a grade of C or better

**REQUIRED Textbook**

**Writing Clearly: Grammar for Editing\*** (3<sup>rd</sup> Edition)

**Authors:** Janet Lane & Ellen Lange

**Publisher:** Heinle ELT

**ISBN#:** 978-1111351977

\*You must have your own book, and it must be new and not have any answers.

**Other Required Materials:**

1. Access to a device\*\* (computer, tablet, smartphone) with Internet connection, and video and audio capabilities to attend class via Zoom
2. Access to a computer and the Internet to complete and submit assignments
3. An advanced English-only, English learner's dictionary (paper or online)

\*\*In this class, it is best to use a computer to Zoom because you will have to type for many activities.

## COURSE REQUIREMENTS

Whether you're taking the class for credit or noncredit, the course requirements are exactly the same.

- ❖ ***Preparedness, Collaboration & Participation:*** In order to be successful in this class, you should come to class prepared, collaborate with other students, and participate in class activities, all of which are designed to help improve your English skills. This means:
  - Attending every class.
  - Joining Zoom and being ready by the class start time.
  - Having your homework, textbook, and lesson materials ready for every class.
  - Being actively engaged throughout the entire class time, e.g. not checking your cell phone, surfing the internet, working, driving, etc.
  - Sharing your ideas, opinions, and answers with the class.
  - Working willingly and cooperatively with your classmates in pairs and groups.
  - Listening respectfully when others are talking, allowing others to give answers and not dominating the discussion.
  - Taking responsibility for your own learning process.
  - Asking for help if you are not doing well in class (don't wait until the last minute!).

- ❖ ***Attendance:*** Scheduled class meetings are synchronous, which means that you must participate by logging into **Canvas** and going to **Zoom** at the scheduled time.

You are expected to attend every class and arrive a few minutes before class begins. Our class begins at 1:30pm. If you are going to be absent during the first 2 weeks of the quarter, you **MUST** notify the instructor. If not, the instructor will drop you. If you miss more than two classes, you will lose 10% of your grade (all your participation points). Three tardies equal one absence. You may be dropped from the course or fail the class if you miss more than three classes for any reason during the quarter. For ONLINE attendance to count, you must join our Zoom meeting through CANVAS, be on time, and participate in class actively. Turning on your camera during class is a great way to ensure your success and participation.

If for any reason you decide to withdraw from the course, please let me know AND drop the course yourself online through My Portal so that you don't get a failing grade.

- ❖ ***Independence and Time Management:*** I will be available via email to answer any questions, but it is very important that you stay engaged. Please check Canvas at least a couple of times every week to see what is going on in the class, what you need to do, and by when (check all deadlines carefully). You also need good time management skills, which means that you know how much time you will need to do each assignment and start as early as possible.
- ❖ ***Homework:*** You will receive various homework assignments that will be done in the book, submitted in Canvas, or both. Some will be graded for points while others will be complete/incomplete (it will be random), so be sure to do all your homework carefully. We will go over some of the assignments in class while you will check the answers and review on your own for others. Expect to spend time doing your work outside class hours. Please don't wait until the last minute, just before something is due!
- ❖ ***Make-up:*** There are **NO** make-up assignments unless you have an emergency that can be documented, e.g. a receipt from your doctor's office.

**GRADING CRITERIA:**

Participation/Attendance	10%
Homework	17.5%
Writing Tasks	45%
Quizzes & Exams	27.5%
Total	100%

**GRADING SCALE:**

97-100	= A+	77-79	= C+
93-96	= A	73-76	= C
90-92	= A-	67-72	= D+
87-89	= B+	63-66	= D
83-86	= B	60-62	= D-
80-82	= B-	≤ 59	= F

You need at least 73% to receive a C in this class.

**ACADEMIC INTEGRITY**

Except for pair and group assignments, all assignments must be done by yourself. Any form of cheating will not be tolerated in any case. Cheating includes, but is not limited to:

- Copying from another student's homework, quiz, exam or any other material.
- Having someone else do your assignment and submitting it as your own.
- Submitting homework or essays that you've done for another class.
- Getting too much "help" from someone on an assignment where the work no longer looks like your own. I encourage you to get help from a tutor but do NOT ask a friend or relative to check your essays!
- Using any translating device or program, e.g. Google Translate.
- Copying any amount of material from a published source (e.g. the Internet, books, magazines) without citing the source. This is called **PLAGIARISM** and is considered a serious crime.
- You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the university's academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content.

Any student caught cheating or plagiarizing may receive an **automatic 0** for the assignment, and even be dropped from the course and/or reported to the Office of Student Development. Students who help someone else cheat in any way may also receive an automatic 0 and be reported. If reported, the incident may remain as part of your permanent college record. Go to [De Anza College's Academic Integrity](#) for more information.

**CLASSROOM ENVIRONMENT**

Let's be respectful of everyone and help create a comfortable environment for learning. Even though this is an online class, please dress appropriately, go to a quiet room where you will not be interrupted, and refrain from eating during class. If you have a child at home, make sure the child is occupied elsewhere. Anyone being distracting or disruptive will be asked to leave the class and reported to the Office of Student Development.

**OFFICE VISITS**

Most successful students see their teachers outside their class to ask questions or get extra help on their assignments. I will set up weekly office hours via **Zoom**, so I strongly encourage you to visit me at least once during the quarter, even just to say hello. If you're having any difficulty, come see me early in the quarter.

**IMPORTANT DATES**

Apr 7	First day of spring quarter
Apr 20	Last day to add 12-week classes
Apr 20	Last day to drop classes without a W
May 24-26	Memorial Day Weekend – no classes; office closed
May 30	Last day to drop classes with a W
June 19	Juneteenth Holiday- no classes, offices closed
June 25	Final Exam

### **USEFUL CLASSES and ON-CAMPUS SUPPORT SERVICES**

1. Take **ESL 274/474 Grammar and Proofreading for Academic Writing** to improve your grammar or **ESL 260 Accent Reduction** to improve your pronunciation.
2. Sign up for free English Conversation Workshops, tutoring, and [Cross-Cultural Partners](#) (CCP) Program, and use computers in the [Listening and Speaking Center](#) (LSC)
3. Get help with reading and writing homework at the [Writing and Reading Center](#) (WRC)
4. Free online tutoring service [Smarthinking](#) and NetTutor (Writing and Paper Center) in [Canvas](#).
5. Any student who feels s/he may need an accommodation based on the impact of a physical or learning disability should contact me privately to discuss your specific needs and apply for the [Disability Support Services](#) (DSS) for support.
6. [Guide to De Anza College's Student Services](#)

## Recommended ESL Resources

### Online Resources

1. [http://owl.english.purdue.edu/owl/purdue\\_owl.htm](http://owl.english.purdue.edu/owl/purdue_owl.htm)  
A very popular and useful academic writing resource from Purdue University.
2. <https://writingcenter.gmu.edu/writing-resources/writing-center-quick-guides>  
Another excellent resource for academic writing and grammar, from George Mason University.
3. [www.grammarly.com](http://www.grammarly.com)  
A free software program that automatically checks your grammar and spelling on your computer. Please download and use it for your homework and writing assignments. However, don't just depend on it. You should still proofread assignments on your own.
4. <http://a4esl.org>- Activities for ESL Students  
English grammar, vocabulary, and crossword puzzles.
5. [www.eslcafe.com](http://www.eslcafe.com)- Dave's ESL Café  
Grammar lessons, idioms, phrasal verbs, and slang.
6. <http://Englishpage.com>  
English grammar and vocabulary exercises.
7. [www.manythings.org/e/](http://www.manythings.org/e/) - Interesting Things for ESL Students  
Many activities to improve all English skills, including spelling and crossword puzzles.
8. [www.vocabulary.com](http://www.vocabulary.com)  
185 lists of words categorized according to topics
9. [npr.org](http://npr.org) (or any news organizations)  
Learn about current world events and improve your reading and listening skills.

### Dictionaries(*Do not use a translation dictionary in class or for homework.*)

1. [Longman Advanced American Dictionary](#)  
An excellent dictionary for English language learners. Use this dictionary for homework and other assignments. The app costs money, so use the website. It has a thesaurus (a dictionary of synonyms) toward the bottom of each entry.
2. [Newbury House Dictionary of American Dictionary](#)  
This dictionary is also for English language learners and also has a thesaurus.
3. [Merriam Webster Collegiate Dictionary and Thesaurus](#)  
A very popular advanced dictionary for native speakers. I recommend that you download the app (free) to your phone or tablet.
4. [Merriam Webster Learners Dictionary](#)  
This is an easier version of Merriam Webster for English language learners.