

**Community English Program – Fall, 2014**  
**TOEFL PREP**

**Instructor:** Bruce Tung  
**Class time:** Friday 4:00-7:00 PM  
**Classroom:** TH422

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**Course Description:**

TOEFL PREP focuses on the skills and test-taking strategies for the iBT TOEFL Test, including: reading for facts, inferences, purpose, opinion, and summaries; listening for the main idea and purpose, facts, inferences, and attitudes,; planning, organizing, and delivering a response on an independent and integrated speaking task; planning and outlining the integrated and independent written response, summarizing, paraphrasing, citing, and synthesizing, connecting ideas, and editing.

**Course Objectives:**

At the end of the course students will be able to:

1. read for main ideas, details, discourse structures, and inferences.
2. listen for main ideas, details, organization, and inferences.
3. produce sustained, coherent, intelligible and topic-appropriate discourse.
4. produce coherent, meaningful, topic-appropriate academic essays.
5. expand and apply key high-frequency academic vocabulary across subjects.

**Course Textbook:**

*The Official Guide to the TOEFL Test* (with CD-ROM), 4th Edition by ETS

**Course Requirements:**

You will attend class and arrive on time each week. You will participate in class and complete all homework assignments by the deadline. It is the policy of the CEP that if a student misses **2 or more** classes, s/he cannot pass the course. If the student is **late for 4 classes**, s/he cannot pass the course.

**Grading:**

Midterm: 30%                      Homework: 15%  
Final Exam: 45%                  Attendance and Participation: 10%

A+/-	Excellent	A+ 97 – 100%	A 94 – 96%	A- 90 – 93%
B+/-	Good	B+ 87 – 89%	B 84 – 86%	B- 80 – 83%
C+/-	Satisfactory (pass)	C+ 77 – 79%	C 73 – 76%	C- 70 – 72%
Fail/Repeat	Poor (no pass)	69% or Below	D 63 – 66%	D- 60 – 62%

**Important dates:**

Week 1	Friday, Sept 26	First day of class / <b>Last day for refunds and transfers</b>
Week 4	Friday, Oct 17	Midterm exam
Week 8	Friday, Nov 14	Final exam
Week 9	Friday, Nov 21	Last day of class
Week 10	Friday, Nov 28	Thanksgiving break: No class

## About the CEP/CLP

The Community English Program (CEP), a part of the Community Language Program (CLP), is a unique and integral part of the TESOL and Applied Linguistics Programs at Teachers College, Columbia University. It provides English as a second language and foreign language instruction to adult learners of diverse nationalities and backgrounds. In addition, the CLP serves as an on-site language education lab in which TESOL and Applied Linguistics faculty and students enrolled in the programs teach the courses and use the CLP as a setting for empirical inquiry. Here at Teachers College we believe that observation and classroom research are the best way to learn about how we teach and gain insights into how teaching might take place. Thus, we encourage observation and classroom research and want people to use it as a tool for learning. Ongoing assessment and program evaluation allow us to make the CLP a better program.

### Program Policies:

The College will make reasonable accommodations for persons with documented disabilities. Students are encouraged to contact the Office of Access and Services for Individuals with Disabilities (OASID) for information about registering with the office. You can reach OASID by email at [oasid@tc.columbia.edu](mailto:oasid@tc.columbia.edu), stop by 163 Thorndike Hall or call 212-678-3689. Services are available only to students who are registered and submit appropriate documentation. As your instructor, I am happy to discuss specific needs with you as well.

It is the policy of Teachers College to respect its members' observance of their major religious holidays. Students should notify instructors at the beginning of the semester about their wishes to observe holidays on days when class sessions are scheduled. Where academic scheduling conflicts prove unavoidable, no student will be penalized for absence due to religious reasons, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and the instructor, students and instructors should consult the Program Director. If an additional appeal is needed, it may be taken to the Provost.

### APPROXIMATE SCHEDULE\*

Week	Unit	Focus	Test
1	1	Introduction & Overview	Diagnostic
2 & 3	2	Reading	
4	3	Listening	Midterm
5	4	Speaking	
6 & 7	5	Writing	
8		Review	Final
9		Practice	

\* This schedule is subject to change.