

# Grammar Reading & Writing Workshops in the LAC

## Adjective Clauses

This workshop includes:

- review of the rules for choice of adjective pronouns
- oral practice
- sentence combining practice
- practice correcting errors in adjective clauses

## Adverb Clauses

This workshop will help you to

- identify common types of adverb clauses
- correct mistakes in adverb clauses
- combine sentences using adverb clauses
- use adverb clauses with confidence in your writing

## Articles *a(n)* & *the*

In this workshop you will review the basic rules for using articles (*a(n)* and *the*) and practice applying them.

## Articles and Plurals

Learn five simple rules that will enable you to use articles and plurals correctly. Create your own examples for each rule. Then practice what you've learned by editing paragraphs.

## Appositives

Learn to create appositive phrases for concise sentence combining.

## Avoiding Dangling Modifiers

When modifiers don't describe the word you intended them to, they're called "dangling modifiers." In this workshop, you will:

- review the use of introductory participial, gerund or infinitive phrases
- identify and correct dangling participial, gerund or infinitive phrases
- create your own sentences using introductory modifiers

## ★ Avoiding Verb Form Errors

Create a verb chart that helps you avoid errors in verb form. Practice techniques for finding errors in verb form, including subject-verb agreement.

## Basic Spelling Rules:

Learn the four basic spelling rules and techniques for studying hard-to-spell words. Practice spelling from dictation.

## Building Academic Vocabulary

You need a good vocabulary in order to be a strong reader and writer. In these workshops you will:

- discuss what we mean by "academic" vocabulary
- discover what else you need to know about new words besides their meaning
- learn the importance of word families
- practice using your new vocabulary (each workshop will introduce a new set of words)

## Citing Sources

In advanced writing classes, you must identify the source of the information you use as support. In this workshop you will

- learn how and when to use quotation marks
- practice using reporting verbs to incorporate citations into your sentences
- practice incorporating citations using "According to" and "In the article"

## Coherence in Writing

When writing is coherent, the ideas follow each other smoothly and logically. There are many ways to achieve coherence in your writing. In the following 13 workshops, you will learn different methods for making your writing more coherent.

### 1. Answering invisible questions in paragraphs

Learn how to identify and answer the invisible questions raised by:

- the first sentence of a paragraph
- each succeeding sentence in the paragraph

### 2. Answering invisible questions in the essay as a whole

Learn how to:

- identify the invisible question raised by your thesis statement
- begin to answer this invisible question in the topic sentences of your body paragraphs without repeating anything in your thesis statement

### 3. Using new and old information

Learn how to

- distinguish between the subject of a sentence and the predicate
- put information that the reader already has—old information—in the subject
- put information that the reader does not already have—new information—in the predicate

### 4. Using subordinate sentences in a paragraph

Learn how to:

- take the subject of each sentence from the predicate of the preceding sentence so that the paragraph becomes more and more specific.
- write such paragraphs

### 5. Using coordinate sentences in a paragraph

Learn how to:

- recognize coordinate phrases, clauses and sentences
- appreciate the added strength coordinate sentences give to a writer's ideas
- use two or more coordinate sentences in a paragraph

### 6. Using subordinate & coordinate sentences

Learn how to use both coordinate and subordinate sentences in a single paragraph.

### 7. Using lexical items

One way a writer makes the underlying coherence of a text more obvious is by linking parts of a sentence or paragraph with nouns or verbs. This workshop will focus on four types:

- repetition, especially of a key noun
- use of a synonym
- use of a derived form, e.g., using the noun phrase *the inclusion of X* after using the verb phrase *include X*
- use of a classifying noun, e.g., *issue, concerns, problem* as in *The conference dealt with global warming. This problem affects everyone in the world.*

### 8. Using reference words

Reference words make the underlying coherence of a text more obvious by linking parts of a sentence or paragraph. This workshop will focus on four types:

- *the* + Noun Phrase (NP)
- pronouns, e.g., *I, me, my* + NP, *mine*
- demonstratives (*this, that, these, those*) used as pronouns or used with NPs
- comparative forms, e.g., *such (a) + NP, (an)other NP*

### 9. Using sentence connectors

Sentence connectors make the underlying coherence of a text more obvious by linking parts of a sentence or paragraph. This workshop will focus on two types:

- the coordinating conjunctions *and, but, or, yet, so*
- sentence connectors, e.g., *also, too, in addition, however, therefore, nevertheless*
- Transition phrases, clauses, sentences (Note: Jan doesn't include these in her chart.)

### 10. Writing coherent paragraphs

We will review the two kinds of sentences in a paragraph:

- subordinate sentences
- coordinate sentences

### 11. Writing coherent essays

We will review the relationship between the thesis statement and the topic sentences of the body paragraphs.

### 12. The three types of cohesion

We will review the three types of cohesion:

- lexical
- reference words
- sentence connectors

### 13. Wrapping up coherence and cohesion

We will review everything that has been covered in the last 12 workshops:

- answering the invisible questions raised by each sentence in a paragraphswering the question raised by the thesis statement in the body paragraphs p
- placing old and new information in a sentence
- using subordinate (zigzag) and coordinate sentences in a paragraph
- using three types of cohesion
- lexical
- reference words
- sentence connectors

## Combining Sentences

Are you tired of writing short, simple sentences? Combining sentences not only improves your writing style; it also makes your meaning clearer. These workshops include:

- review of the four basic sentences types
- review of the three types of connectors (coordinators, subordinators, and conjunctive adverbs)
- practicing using these connectors (combining simple sentences to form compound and complex sentences)
- punctuation rules

## Conditional Forms Overview

In this workshop, you will

- review the form and meaning of present real, present unreal, and past unreal conditions
- create your own set of model sentences to use as a reference to help you avoid errors in your writing

## ★Dictionary: A Multi-Purpose Tool

You will love your learner's dictionary once you have learned how to use it. In this workshop, as you look up words in Longman (please bring yours to the workshop), you will practice

- finding the meaning that matches the context of your reading
- finding important grammatical information about the words you look up
- using sample sentences in the dictionary as models for your own sentences

## Effective Conclusions

How can you write a conclusion that doesn't repeat your thesis statement? Read some good concluding paragraphs and identify the strategies the authors used. Practice restating ideas in a way that further clarifies them.

## Effective Introductions

Learn the elements of effective introductions. Each of these workshops includes some of the following;

- using wh- questions to discover relevant background information
- moving from general to specific information
- developing a hook

## Effective Titles

Learn why good titles are important and how to write them.

### **Effective Use of Examples**

Effective use of examples is important for creating strong, well developed paragraphs. Each of these workshops includes some of the following:

- evaluation of examples in student writing
- the grammar of introducing examples
- practice relating examples to topic sentences

### **Essay Prompts, Brainstorming & Planning**

Practice reading essay prompts, brainstorming ideas, and developing a writing plan in 15 minutes.

### **Future Tenses**

Do you know how many future tenses we have in English? You might be surprised! With the help of this workshop, you can use future tenses more efficiently.

### **Identifying Parts of a Sentence**

In this workshop, you will:

- review the English names for all the parts of a sentence
- practice identifying the parts of sentences

### **Modal Review**

This workshop will review formation and usage of modals and phrasal modals in their present, future and past forms.

### **Noun Clauses**

Learn what noun clauses are and how to use them, as subjects and objects of verbs, and objects of prepositions.

### **★ Outlining**

Outlines help you plan what you are going to write. They also help you evaluate the organization and coherence of what you have already written. Each of these workshops includes some of the following:

- examples of different types of outlines
- organizing a brainstorm of ideas into an outline
- outlining the first draft of an essay to help with revision

### **Overview of Conditionals**

Review the forms and meaning of the three types of conditional sentences: present real, present unreal, and past unreal conditions. Create your own set of model sentences that you can refer to in order to avoid errors when you use conditional sentences in your writing.

### **★ Overview of Dependent Clauses**

Many students can identify nouns, adjectives, and adverbs, but get confused about noun, adjective, and adverb clauses. These workshops include:

- review of the three types of dependent clauses
- practice identifying these clauses in pieces of writing
- using knowledge of dependent clauses to correct fragments and run-ons

### **★ Paragraph Basics**

This workshop will discuss stand-alone (single) paragraphs as well as connected paragraphs in an essay. We will review the basics of a good paragraph including:

- a clear topic sentence
- good support
- a strong concluding sentence
- unity and cohesion

### **Parallel Structure**

The structures on each side of a coordinating conjunction must be parallel – grammatically alike. In this workshop you will practice:

- identifying types of grammatical structures
- identifying correct and incorrect sentences
- using paired conjunctions
- completing sentences in a parallel way
- creating thesis statements with parallel structure

### **Paraphrasing**

In these workshops you will practice various strategies for putting someone else's ideas into your own words, including:

- modifying sentence structure
- expressing a complicated idea in two sentences instead of one
- determining which words require synonyms

### **Participial Phrases**

Native speakers often reduce adjective and adverb clauses to improve the flow of sentences. In this workshop you will practice:

- recognizing reduced clauses
- identifying which clauses can be reduced
- forming participial phrases by reducing adjective and adverb clauses

### **Passive Voice**

In this workshop, you will:

- review the formation of passive forms in all verb tenses
- learn when passive voice cannot be used
- identify and correct passive voice errors in student writing

### **Past Modals**

Are you talking about past ability, possibility, or advisability? Be careful! Some modals change meaning in the past form. Learn how to match meaning with the correct modal form.

### **Past Perfect**

Past perfect is the least common of the past tenses and is often misused. Learn its different meanings and uses.

### **Past Tenses**

This workshop will give you further practice with simple past, past progressive, past perfect, and past perfect progressive tenses. You will work with sample student writings.

### **Perfect Tenses**

Review the uses and meanings of present perfect and present perfect continuous. Contrast present perfect with simple past. Correct errors in perfect tenses.

### **Preparing for the Comp Final**

This workshop will help prepare you to write a well-developed essay in 75 minutes. You will:

- study the scoring guide used by instructors to grade the comp final
- read sample essay prompts
- practice brainstorming and planning
- review techniques for starting and concluding your essay

### **Preposition Practice**

There are very few rules that govern the use of prepositions, but many common adjectives, nouns, and verbs are always followed by the same prepositions. Learn correct use by practicing these word combinations.

### **Present Tenses**

In this workshop you will:

- review when to use the simple present and present progressive tenses
- work with tricky stative verbs
- correct student errors with the present tenses

### **Proofreading Adjective Clauses**

Review common errors in adjective clauses and learn a four-step proofreading method for identifying and correcting errors.

### **Proofreading for Article Use**

Review five basic rules for use of articles (a, an, the). Then practice proofreading for "art" errors.

### ★Proofreading Effectively

Learn to avoid making careless errors by using effective proofreading techniques. In each of these workshops you will practice proofreading for some of the following errors:

- subject-verb agreement
- pronoun reference
- fragments and run-ons

### Proofreading for Subject-Verb Agreement

In this workshop, you will:

- review basic **s-v** rules
- review common **s-v** errors
- learn and practice effective strategies for **s-v** proofreading

### Punctuation Review

This workshop provides an overview of the common challenges in using correct punctuation, including when to use

- commas
- semi-colons
- quotation marks
- capital letters

### Quoting I

Quotations must be carefully chosen and well integrated into your writing. In this workshop you will learn how to:

- decide whether to quote or paraphrase
- choose good quotes as support
- punctuate your quotations

### Quoting II

In this workshop you will practice choosing and using quotations for your essays.

### Reducing Adjective Clauses

Learn when an adjective clause can and should be reduced to an adjective phrase.

### Reading Comprehension & Test Skills

These workshops will give you strategies for improving your reading comprehension. They will also prepare you for taking multiple-choice reading comprehension tests. In each workshop you will:

1. Read an article (The articles are on a variety of topics and are appropriate for ESL levels 140-160)
2. Answer multiple choice questions that test your comprehension of main ideas, the relationships between different paragraphs in the article, and vocabulary
3. Go over answers to the questions
4. Discuss *how* to find the correct answers (reading tips and strategies)

### Reported Speech

Learn the differences between quoted (“direct”) speech and reported (“indirect”) speech. Practice the changes in verb tense, pronouns, time expressions, and punctuation that are necessary for reporting what someone said.

### Sentence Pattern Basics

In this workshop, you will

- review the four basic types of English sentences
- practice combining sentences, using transition signals
- review correct punctuation for these sentences

### ★Sentence Structure Basics

These workshops include:

- review of terminology for parts of a sentence
- practice identifying sentence parts
- common types of **SS** errors
- proofreading for **SS** errors

## **Spelling Basics**

In this workshop, you will

- learn the four basic spelling rules
- techniques for studying hard-to-spell words
- practice spelling from dictation

## **Summarizing**

Each of these workshops includes some of the following:

- methods for identifying the main ideas in a text
- writing practice summaries
- feedback on your summaries

## **★Taking Good Notes**

Taking good notes improves comprehension and memory of a reading passage. Good notes also help you review for exams and find good support for the ideas in your writing. In these workshops you will learn and practice different strategies for taking notes on your reading.

## **★Thesis Statements**

A thesis statement defines the focus of an essay. Each of these workshops includes some of the following:

- evaluation of thesis statements in student essays
- rewriting overly general thesis statements to sharpen the focus
- writing thesis statements based on outlines
- developing thesis statements quickly from writing prompts
- developing topic sentences from thesis statements and vice versa

## **Thesis Statements from Essay Prompts**

Practice identifying the focus of a prompt and identify direction words like “compare or contrast.” Learn the criteria of an appropriate thesis statement and generate thesis statements from prompts.

## **★Timed Writing Practice**

The purpose of these workshops is to help you approach in-class writing assignments with greater confidence. These workshops include:

- a short article to read
- a writing topic based on the article
- a limited period of time to write a clear thesis, a simple outline, and one paragraph
- feedback on your thesis and writing plan
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## **Transitions I**

In this workshop, you will

- review the grammatical difference between conjunctive adverbs (sometimes called “transition words”) coordinating conjunctions, and subordinating conjunctions
- review the meaning and correct use of various conjunctive adverbs
- read a paragraph and identify sentences where a transition is needed
- choose effective transitions for these sentences

## **Transitions II**

Do you always use words like *In addition* and *however* to make transitions between body paragraphs? In this workshop you will

- use repetition of key words and phrases as transitions between paragraphs
- identify and correct transition errors in student writing

## **Understanding & Correcting Word Form Errors**

ESL students often have the right word in mind but use the wrong form. These workshops include:

- review of common noun, verb, and adjective suffixes
- determining proper word form by examining placement in sentence
- proofreading for word form errors in student writing

### **Using More Specific Language in Your Writing I: Techniques**

In this workshop you will learn how to use

- meaningful vocabulary to express ideas clearly in your essays
- high-level grammatical structures (adjective clauses, noun clauses, participial modifiers) to express complex ideas

### **Using More Specific Language in Your Writing II: Practice**

In this workshop you will practice using the techniques you learned in workshop I.

### **★Verb Tense Overview**

This workshop will make you more confident that your choices of verb tense match your meaning. These workshops include a review of:

- common signal words for all 12 verb tenses
- tenses that are often paired together
- proofreading student writing for errors in verb tense

### **Verbs & Time**

When the form of the verb doesn't match an expression of time, the meaning of the sentence is confusing. In this workshop, you will practice identifying:

- adverbial phrases and clauses that express time
- verb forms that match those expressions of time

### **Verbal Phrases**

This advanced sentence combining workshop includes:

- identifying various verbal phrases
- using verbal phrases to combine sentences and produce sentence variety

### **Well Developed Paragraphs**

Each of these workshops includes some of the following:

- evaluating and revising topic sentences in student writing
- writing topic sentences for outlines
- identifying different types of support used in well developed paragraphs
- using different types of support to expand on topic sentences