

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** TEST 9010

**Course Title:** TOEFL Preparation

**Course Description:** This course will provide review and test-taking strategies for the TOEFL exam. Four review areas will be covered: reading, listening, speaking and writing. In addition, some time will be devoted to the presentation of the supporting skills of pronunciation, vocabulary and grammar.

**Suggested Course Prerequisite(s):** Ability to read, writing, and speak English fluently or Pre-TOEFL (TEST 9050)

**Course Resources:** Textbook

**Withdrawal/Refund Policy:** Tuition refund policy for Continuing Education courses

- 100% refund - If course dropped 2 business days before scheduled class day
- 80% refund - If course dropped one day before or if course dropped before the start time of the first class meeting
- No refund after the start time of the first class meeting
- The only refunds that will be considered as an "exception" are due to unforeseen medical condition (document required) or death in the family (documentation required).

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

## **Lesson Plan – by week or session:**

**Session 1:** Introductions and generic description and discuss of TOEFL constituents and requirements

**Sessions 2-5:** Review of the basic features and characteristics of accurate pronunciation, effective vocabulary development, and the grammatical processes of word formation (morphology) and clause/sentence composition (syntax) that are relevant to the content of the four test sections

**Sessions 6-8:** Review of the four basic (formal) reading question types and the five skill-specific (reading) subtypes subsumed under them

**Sessions 9-11:** Review of the three basic (formal) listening question types and the three skill-specific (listening) subtypes subsumed under them; practice with mini-tests following each subtype presentation and, if time permits, the practice test over the entire reading section

**Sessions 12-14:** Review of pronunciation features and relevant organizational strategies to enhance speaking skills; practice the two independent speaking tasks and the four integrated speaking tasks with subdivisions

**Sessions 15-17:** Review of composition principles and procedures for effectively organizing and systematizing topical information; practice with outlining and producing a structurally and semantically coherent essay for both the independent and integrated writing tasks

**Sessions 18 & 19:** Practice all four test sections with the complete TOEFL practice tests, address any student concerns and questions, and complete course evaluations