

Bergen Community College
School of English
American Language Program

Departmental Syllabus
ALP-068: TOEFL iBT Preparation

Semester and year:
Course and Section Number:
Meeting Times and Locations:
Instructor:
Office Location:
Phone:
Departmental Secretary:
Office Hours:
E-mail Address:

Course Description

ALP-068: TOEFL iBT Preparation aims to improve students' ability to integrate the skills of reading, listening, speaking, and writing in English as required for the TOEFL iBT test. Students will learn to recognize the types of questions on this test and to develop skills and strategies to answer the questions. This course emphasizes reading and listening comprehension and includes activities to improve speaking and writing.

3 credits (non-degree)

Pre-requisites: ALP-051/2, ALP-053, ALP-054, SPE-002 or placement in ALP-061/2 and SPE-003

Co-requisites: ALP-061/062; or ALP- 063 and 064; or SPE-003 and ALP-063 or ALP-064

Signature required for registration in the course.

Student Learning Objectives

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

- Demonstrate comprehension of the structure and expectations of the TOEFL iBT exam
- Identify and produce high-frequency idioms and expressions
- Demonstrate increased academic and social listening comprehension skills, including conversations and lectures
- Speak fluently and comprehensibly about a familiar experience
- Accurately orally summarize a listening and/or reading passage
- Write a grammatically-correct and coherent essay based on a reading and a listening passage
- Write a well-organized, grammatically-correct essay based on a prompt

Means of Assessment

The major assessment types used in this course are multiple choice tests that mirror those in the TOEFL exam, presentations, written assignments, homework and class participation.

Course Content

Focused listening comprehension exercises
Inductive and deductive activities for comprehension of vocabulary
Presentations to show comprehension of listening passages and articles
Presentations to share opinions
Writing activities to summarize listening passages and articles
Getting main ideas using context and prediction
Predicting content
Basics of note-taking

Special Instructions

This course has a Moodle page. You should check the website several times a week for updates on the course schedule, assignments and news.

In addition, you will be required to listen to and read articles on other websites as directed by the instructor.

Texts

We will be using parts of two books. The parts of each book that we will use are either on reserve or e-reserve at the Bergen Community College library. They can also be purchased at the BCC bookstore.

- 1) *North Star Building Skills for the TOEFL iBT (High Intermediate)*
Pearson Longman 2006
ISBN: 0-13-198578-7 (student book with Audio CD)
ISBN: 0-13-193708-1 (student book only)
- 2) *TOEFL iBT with CD-Rom (Fourth Edition)*
Kaplan 2009
ISBN: 978-1-4195-5027-0

Course Requirements

Students are expected to participate actively in class. This includes preparing for class, speaking, asking questions, working in groups and/or with partners, and doing homework. Students must attend class regularly, do all the assigned work on time, and make up any work missed because of absence. Please get the phone numbers and/or emails of at least two of your classmates so you can find out what you missed if you are absent. You can also find out on the class website. **Absence is not an excuse for missed homework!**

Any missed quizzes will result in a zero unless accompanied by a doctor's note, which will result in the quiz not be used in calculating the final grade.

Students are expected to arrive on time for class. Two lates equal one absence. Students who miss more than four classes may fail the course or have their final grade reduced by one letter grade.

Students may be required to attend the English Language Resource Center (ELRC) during the semester to do individual pronunciation and listening work.

Grading Policy

· Class Participation	25%
· Homework	25%
· In-class Assignments	25%
· Quizzes & Tests	25%

Grading Scale

A	90%-100%
B+	85%-89%
B	80%-84%
C+	75%-79%
C	70%-74%
D	65%-69%
F	64% or below

Attendance Policy

BCC Attendance Policy: All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

American Language Program Attendance Policy

Students are expected to attend class regularly and punctually. Attendance will be taken at each class session. It is expected that class time will be spent so that students benefit from the lectures, class discussions and class work. **If students occasionally arrive late, they should be encouraged to enter quietly, not disturbing the class. If students miss class, they should find out what they missed.** It is probably a good idea for students to exchange telephone numbers with other students as a way to find out about missed classes. Make-ups for examinations should be allowed by the instructor if, in the instructor's judgment, the student has presented a good excuse for missing the work. Instructors may penalize work which is late; however, the instructor's policies for make-ups and late work must be clearly specified on the student guide.

Attendance Policy in this Course

It is important to communicate with the instructor if you have a personal or work situation that affects attendance or performance.

Poor attendance will affect a student's grade. **If a student misses more than 4 classes, the student's grade may 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 of more than 10 minutes will equal one absence.**

There will be no make-ups of examinations. However, if you present a good excuse for missing the exam, the instructor will give you an extra assignment to do in lieu of the exam.

Student and Faculty Support Services

ELRC (English Language Resource Center)	Room E-156	201- 612-5292 http://www.bergen.edu/pages/2182.asp
The Office of Specialized Services (for students with disabilities)	Room S-131	201-612-5270 www.bergen.edu/oss
The Sidney Silverman Library – Reference Desk	Room L-226	201-447-7436 http://www.bergen.edu/pages/683.asp

Course Outline & Calendar

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

Course Schedule:

*every class: homework from textbook, free online TOEFL website, and/or news article

Week 1	Course Introduction TOEFL iBT Overview Student Evaluations
Week 2	North Star Unit 1 -identify and express main ideas -identify and express details -make inferences -organize information TOEFL iBT Reading -Strategies -Question Types #1-4
Week 3	North Star Unit 1 -complete outlines -express and support an opinion -skim and scan for key information TOEFL iBT Reading -Question Types #5-10
Week 4	North Star Unit 2 -identify and express main ideas -identify and express details -make inferences TOEFL iBT Listening -Strategies -Question Types #1-3

<p>Week 5</p>	<p>North Star Unit 2 -recognize a speaker's or writer's attitude -paraphrase and summarize -summarize and discuss two points of view using main ideas and details -summarize a text and relate it to a listening</p> <p>TOEFL iBT Listening -Question Types #4-8</p>
<p>Week 6</p>	<p>North Star Unit 4 -identify and express main ideas -identify and express details -infer a speaker's or writer's intention or purpose -skim for important facts -express an opinion using detailed examples</p> <p>TOEFL iBT Speaking -Strategies -Tasks #1 and 2</p>
<p>Week 7</p>	<p>North Star Unit 4 -compare and contrast related text and listening -organize main ideas and details -categorize information -summarize using details and examples -organize reasons and details to support an opinion -identify the rhetorical structure of a text -identify the author's purpose</p> <p>TOEFL iBT Speaking -Tasks # 3 and 4</p>
<p>Week 8</p>	<p>North Star Unit 7 -identify and express main ideas -identify and express details -make inferences</p> <p>TOEFL iBT Speaking</p>

	-Tasks #5 and 6
Week 9	<p>North Star Unit 7 -synthesize information -recognize comparison in a lecture -support a position using examples</p> <p>TOEFL iBT Writing -Strategies -Task #1</p>
Week 10	NO CLASS – (spring break/thanksgiving)
Week 11	<p>North Star Unit 9 -identify and express main ideas -identify and express details -make inferences</p> <p>TOEFL iBT Writing -Task #2</p>
Week 12	<p>North Star Unit 9 -scan for facts -outline information -express and support an opinion</p> <p>TOEFL iBT Integrated Tasks</p>
Week 13	<p>North Star Unit 10 -identify and express main ideas -identify and express details -make inferences -recognize markers of introduction, conclusion, and topic change</p> <p>TOEFL iBT Integrated Tasks</p>

Week 14	North Star Unit 10 -use signal words and rhetorical devices to express ideas coherently -recognize hypotheses and explain them TOEFL iBT Integrated Tasks
Week 15	Final Exam Self-Evaluation Things to Continue to Work on