

COURSE NUMBER	PREP-008
COURSE TITLE	VOCABULARY SKILLS
CREDIT HOURS	1 CREDIT HOUR
INSTRUCTOR	BETTY CORLE
OFFICE LOCATION	LEARNING LAB ROOM 153
OFFICE HOURS	AS POSTED
PREREQUISITE(S)	NONE
REQUIRED TEXT AND MATERIAL	<u>Keys To a Powerful Vocabulary</u> by Maker and Lenier <u>Oxford Students' Dictionary of American English</u> Pencil

COURSE DESCRIPTION	This course helps the student improve business vocabulary skills. Students may add hundreds of words to their vocabularies and gain a vocabulary-attack skill by the study of Latin and Greek roots.
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EXPECTED LEARNER OUTCOMES	<ol style="list-style-type: none">1. The student will measure present vocabulary to determine needs.2. The student will learn techniques to remember words.3. The student will determine meanings of words by using the context.4. The student will sharpen their dictionary skills by becoming familiar with structure of the dictionary, how to use the dictionary, and the extra material at the beginning and end of the dictionary.5. The student will learn how adding suffixes form different parts of speech and rules needed to spell words correctly.6. The student will acquire knowledge of prefix meanings to help determine the meanings of words.7. The student will be able to make mental associations between familiar words and new words by using common roots.8. The student will be aware of variations in spelling and meaning in roots.9. The student will use flash cards to continue study of roots.10. The student will learn etymologies of words to help understand and remember words.
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11. The student will learn to use a thesaurus as a tool for writing.
12. The student will apply knowledge gained by using it correctly in speech and writing.

LEARNING TASKS & ACTIVITIES

In order to successfully complete coursework, the student will engage in the following:

1. self-checking exercises to reinforce areas of strength
2. practice writing definitions in student's own words
3. write vocabulary words in meaningful sentences
4. make mnemonic devices to memorize meanings
5. practice using context to complete exercises with vocabulary words
6. use root meanings in familiar words to form new words
7. discuss meanings of synonyms and antonyms
8. use dictionary to find synonyms
9. determine difference between a dictionary and thesaurus
10. practice using a thesaurus to find antonyms and slang terms

ASSESSMENT OF OUTCOMES

Grades of a (100-90%), B (89-80%), C (79-70%), D (69-60%), and F (59-0%) will be given in this course. Incompletes given at the end of the semester will only be given if previously agreed upon by the student and instructor with a specific time designated as eight (8) weeks from the end of the semester or summer session in which the "I" grade was received. Failure to complete the course within the eight (8) weeks time period will result in the "I" grade being converted to an "F".

Requirements and final evaluation for the student's final grade will be based on the following:

Assignments and Chapter tests	75%
Comprehensive final test	25%

ATTENDANCE POLICY

At the beginning of the semester, appointments will be scheduled with the instructor and the student. Once the appointment time has been set for the student, he is expected to attend all scheduled classes. Regular attendance is necessary for maximum success in college. A student may be withdrawn from the class if he/she misses two weeks of appointments and is achieving a below average grade. It is the responsibility of the student to make arrangements with the instructor for make-up work BEFORE going on any college-sponsored events.

VOCABULARY SKILLS

THE STUDENT WILL MEASURE PRESENT VOCABULARY TO DETERMINE NEEDS.

1. Circle word closest in meaning to vocabulary word. (Knowledge)
2. Evaluate score to determine level at which to begin. (Analyze)

THE STUDENT WILL LEARN TECHNIQUES TO REMEMBER WORDS.

3. Pronounce vocabulary words correctly by using dictionary pronunciation guide. (Application)
4. Define vocabulary words in own words. (Comprehension)
5. Use word in meaningful sentence. (Application)
6. List three mnemonic devices used for memorizing words meanings. (Knowledge)
7. Demonstrate mastery of techniques by filling in sentence blanks with correct vocabulary word. (Comprehension)
8. Determine whether a sentence in which vocabulary word is used is true or false. (Knowledge)
9. Compare two sets of words by recognizing relationships and completing word analogy. (Comprehension)

THE STUDENT WILL DETERMINE MEANINGS OF WORDS BY USING THE CONTEXT.

10. Name five types of contrast clues. (Knowledge)
11. Use context to fill in blanks in sentences using vocabulary words. (Knowledge)
12. Select word or phrase from multiple choice that best defines the vocabulary word in the sentence. (Knowledge)
13. Complete sentences in which vocabulary word is used in own words. (Comprehension)

THE STUDENT WILL SHARPEN THEIR DICTIONARY SKILLS BY BECOMING FAMILIAR WITH STRUCTURE OF THE DICTIONARY, HOW TO USE THE DICTIONARY, AND THE EXTRA MATERIAL AT THE BEGINNING AND END OF THE DICTIONARY.

14. Demonstrate knowledge of guide words by indicating which words belong on a dictionary page. (Comprehension)
15. Name five things that can be learned about a word by consulting the dictionary. (Knowledge)

THE STUDENT WILL LEARN HOW ADDING SUFFIXES FORM DIFFERENT PARTS OF SPEECH AND RULES NEEDED TO SPELL WORDS CORRECTLY.

16. Given words with suffixes or prefixes, locate the base words in the dictionary. (Knowledge)
17. Choose correct meanings by using the context of sentences. (Comprehension)
18. List suffixes that form certain parts of speech (nouns, adjectives, etc.) and give examples. (Knowledge)
19. Write the plural of words after consulting a dictionary. (Knowledge)
20. Exhibit knowledge of spelling rules by adding suffixes to base words using the correct spelling changes. (Knowledge)
21. Underline suffixes and write the base words. (Knowledge)

THE STUDENT WILL ACQUIRE KNOWLEDGE OF PREFIX MEANINGS TO HELP DETERMINE THE MEANINGS OF WORDS.

22. Name three types of prefixes. (Knowledge)
23. List ten prefixes giving definitions and examples. (Knowledge)
24. Complete sentences using vocabulary words. (Comprehension)
25. Decide if word analogies are synonyms or antonyms. (Comprehension)

THE STUDENT WILL BE ABLE TO MAKE MENTAL ASSOCIATIONS BETWEEN FAMILIAR WORDS AND NEW WORDS BY USING COMMON ROOTS.

30. Match meanings with roots given. (Knowledge)
31. Write own examples of words with roots given. (Application)
32. Use definitions given to supply missing roots in vocabulary words. (Comprehension)
33. Match words with those of opposite meanings. (Knowledge)

THE STUDENT WILL USE FLASH CARDS TO CONTINUE STUDY OF ROOTS.

34. Write words on front of flash card. Write meaning and a word for mnemonic device on the back. (Knowledge)
35. Add new words on back to form word families. (Knowledge)
36. Share word cards with class. (Knowledge)

THE STUDENT WILL LEARN ETYMOLOGIES OF WORDS TO HELP UNDERSTAND AND REMEMBER WORDS.

37. List five sources of words using abbreviations of etymologies given. (Knowledge)
38. Match correct etymology with vocabulary words in list. (Knowledge)
39. Use dictionary to find etymologies of word list. (Knowledge)

THE STUDENT WILL LEARN TO USE A THESAURUS AS A TOOL FOR WRITING.

46. Define connotations. (Knowledge)
47. Show meanings of “denote” and “connote” by giving an example. (Comprehension)
48. Using a dictionary, differentiate words to fill in sentence blanks. (Knowledge)
49. Choose (with help of a dictionary) correct word from confusing word pairs to complete sentences. (Knowledge)
50. Choose one of four choices to best complete each sentence given.
(Comprehension)
51. Use context to determine idiomatic usage of words and phrases given.
(Comprehension)