

English Grammar  
Providence Extension Program  
2023-2024 School Year

**Tutor:**

Dabney Holland

**Contact information:**

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**Course Description:** The goal of this course is to equip students with a thorough understanding of English grammar and mechanics, focusing on parts of speech but also including capitalization and commas. Beginning with the basics, this course will benefit students of all levels. Not only will it help students succeed in writing, speech, foreign language, and logic classes, but it will also enable them to grasp the structure of the language they speak, thereby preparing them to communicate clearly and correctly. Our course will emphasize the truth that precision of expression is a gift and a revelation of our Creator (Gen. 1:1, John 1:1, Col. 1:16)

**Required Texts:**

*Shurley Grammar Student Workbook,*

*Easy Grammar Plus Student Workbook,* Phillips, 2007 edition

Students will receive their Shurley workbooks on the first day of class. In addition to these workbooks, there will also be a variety of worksheets and handouts from various sources provided by the tutor.

**Required Supplies:**

Please bring the following items to class with you each PEP day:

- Shurley Workbook
- *Easy Grammar Plus Student Workbook*
- 1” Three-ring binder with notebook paper or spiral notebook
- Pencils and erasers
- Manual pencil sharpener

Each student will also need a supply of index cards (these need to be either on a ring or in a box) to use throughout the year for each week’s memory work. It is only necessary to bring these to class to turn in on the assigned due date at the end of each quarter.

**Assignments:**

All pacing guides, assignments, and other important information will be posted on my website which is located at [www.hollandpep.weebly.com](http://www.hollandpep.weebly.com). Parents and students should check here frequently and are responsible for knowing the contents of the site. On each Weekly Assignment Sheet, work will be divided into 3 days. The assignment for each day will be listed next to its corresponding day. Students are expected to do one assignment per day, not all in one sitting. Doing work in advance or waiting until the last minute to complete all assignments is not a successful way to retain knowledge. Repetitive daily practice of memory work and completing one assignment per day will help students gain wisdom and understanding in the subject of English Grammar that can then be carried to their other subjects.

- **Workbook Assignments:** Most of the coursework for this class consists of exercises in the Shurley workbook and the *Easy Grammar Plus Student Workbook*. Specific exercises and due dates will be given on the Weekly Assignment Sheets.
- **Other Assignments:** In addition to the workbook exercises and memorization, students may occasionally receive other kinds of assignments to enrich and help apply the exercises. These assignments (and their due dates) will be given and explained in separate handouts distributed in class and posted on the course website.
- **Quizzes:** The many grammar concepts addressed in this course build on each other as the year progresses; thus, students must master each concept as it is taught. Mastery will be checked during in-class quizzes based on the assigned homework and cumulative practice.
- **Tests:** Tests will be given periodically to keep students accountable in retaining information. Most tests will be given in class.

### **Parent Grading**

In order to be accepted, all exercises in the Shurley workbook must be checked by a parent and corrected according to the following guidelines:

1. The student completes the homework in pencil and passes it to the parent who checks it for accuracy. (Parents will receive a Shurley answer key in a future email at the beginning of the school year.) Parents should circle any errors in red ink, sign or initial the top of the page, and hand the exercise(s) back to the student.
2. If necessary, the student makes any corrections in a different color ink.
3. A parent reviews weekly memory work with his/her student and signs the Assignment Sheet to confirm the student has completed and practiced any memory work.
4. The student turns in the work stapled to the Assignment Sheet on the due date.

All workbook pages assigned in the *Easy Grammar Plus Student Workbook* will be checked by the tutor.

### **Late Work Policy:**

Coursework assignments are to be submitted in class, on time and complete. Late, unchecked or obviously incomplete work will be assessed a twenty percent (20%) penalty if it is 1 PEP day late and a thirty percent (30%) penalty if it is 2 PEP days late. With the exception of extraordinary circumstances, work will not be accepted for credit more than a week after the due date.

### **PEP Classes:**

Students should be prepared for each class with the necessary supplies, and any assignments and signed assignment sheets that are due. They should be in their seats at the scheduled class time. Our time is limited, so we will need to begin promptly and remain on task.

Respect of others is integral to our classroom environment; therefore, students should refrain from any activities that would distract from the learning environment.

Please remember to:

- ✓ Use the restroom between classes.
- ✓ Use a self-collecting pencil sharpener if needed during class.
- ✓ Hold your trash until you exit the room.
- ✓ Refrain from disruptive behavior and sidebar conversations.

**Grading Scale:**

A= 100-90 B=89-80 C=79-70 D=69-60 F=59-below

**Grade Calculation:**

45%: Weekly Assignments

15%: Quizzes

30%: Tests

10%: Class Participation and Conduct (points will be deducted for tardiness, unpreparedness, leaving materials at home, disrespect, and distraction)

I look forward to working with each student and each family in the upcoming year and am certain that we will experience much growth together!

Please let me know of any questions or concerns that you have or that may arise during our year together. I will make every effort to return your emails within 24 hours and your phone calls during weekday hours of 9:00 a.m. and 7:00 p.m.

(Please sign this sheet and bring it with you to turn in on the first day of class.)

***I have read the course syllabus and guidelines for completing Grammar assignments and will abide by the requirements of the class as explained by Mrs. Holland.***

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date