



UNIVERSITY OF COSTA RICA
PACIFIC CAMPUS
B.A. IN ENGLISH WITH BUSINESS MANAGEMENT TRAINING
COURSE OUTLINE: **GRAMMAR 1**
I Semester, 2024

Course Name: English Grammar I	Requisites: IP-0004
Code: IP-0010	Co- requisites: IP-0009
Type of course: Theoretical– Practical	Group: 001 Cycle: I 2024
Credits: 3	Year: Second year, III cycle
In- class hours: 4 Self-study hours (out of class hours): 5	Modality: In-person course (bajo virtual, 100% presencial)
Schedule: Mondays from 1 to 5 pm	E-mail address: gloriela.chaonchavarria@ucr.ac.cr
Instructor: M.A Gloriela Chacón Chavarría	HAE (Horas de Atención): Tuesdays from 2 to 4 pm Via Zoom or face-to-face (write at least three days in advance to meet face-to-face): Zoom link: https://udecr.zoom.us/meeting/register/tZwrc-uggzosHdDBxVwN7JqOyI8fXM_ISD5x Passcode: IP0010SP

I. Description of the Course

English Grammar I is a theoretical-practical course; it is part of the third cycle of B.A. in English Business Management Training. In this course, the student starts the development of the ability to integrate grammatical structures in the oral and written communication.

II. General Objective

To acquire language skills covering vocabulary and grammatical structures through models in guided and defined contexts.

III. Specific Objectives

During the process of the course, the student will develop skills and abilities to:

- 1) Exchange information through exercises, dynamic group-controlled activities and semi- controlled exercises to recognize and build sentences and questions about personal information and any other topics.
- 2) Apply and transfer sentence and question structures about personal

information, family, job and the environment in written and oral activities to express personal information.

3) Understand paragraph descriptions of daily life that include the use of the grammatical structures to provide information about the family, the workplace and the environment.

4) Write sentences and questions in descriptions of everyday situations to ask for and give information about their environment, family and job.

5) Understand the meaning of words and phrases related to specific situations through oral and written practice in pairs or groups to produce phrases or sentences related to specific situations.

6) Describe continuous actions through oral and written activities to express situations in one's personal life and family taking into account context (time and place).

7) Describe situations or past events through oral and written practice in small groups in order to ask for and provide information effectively.

8) Use appropriate structures in dynamic controlled oral and written exercises or activities to identify and describe places and basic services in students' communities.

IV. Content

- Modal auxiliaries (Fundamentals of English Grammar, Chapter 7)
- Asking questions (what, whom, what kind, which, whose, how, how often, how far, how long, how about you, what about you) (Fundamentals of English Grammar, Chapter 5)
- Present Perfect and past perfect (Fundamentals of English Grammar, Chapter 4)
- Connecting ideas (Fundamentals of English Grammar, Chapter 8)
- Gerunds and infinitive (Fundamentals of English Grammar, Chapter 13)
- Adjective clauses (Fundamentals of English Grammar, Chapter 12)
- The Passive (Fundamentals of English Grammar, Chapter 10)
- Noun clauses (Fundamentals of English Grammar, Chapter 14)
- Quoted speech and reported speech
- Using wish and using if

V. Methodology

This is a 100% face-to-face course (100% presencial). The methodology used in the course is communicative and task-based. Grammar I lessons will include explanation of the topics and the completion of exercises, practice segments, and communicative activities (written or oral). The practice gradually changes from completely controlled exercises toward semi-controlled exercises and activities that may require a greater effort and production on the part of the student in order to integrate the grammatical structures in both oral and written communication. As a facilitator, the instructor will offer explanations, feedback, examples, and opportunities for grammatical analysis, when necessary, as well as select suitable material for grammar practice. Learning is conceived as an active process of

construction of meanings on the part of the learners. The facilitator will guide the students on how to become autonomous learners so that they will be able to make decisions to succeed in different types of situations using the appropriate grammar structures.

Emphasis will be placed on the importance of making a connection between the grammar of the language and written and oral communication; therefore, students will be expected to keep track of their own progress by paying attention to strengths and weaknesses in their grammar used in written and oral communication **based on feedback provided.** Successful language learning requires a high level of responsibility from learners. Thus, **students will be responsible for reading and studying the contents/chapters, doing the assigned activities, and checking answers** on their own, based on the feedback provided by the professor during class or through answer keys provided on the virtual platform. The students will work individually or in groups and are expected to participate actively by asking or answering questions, providing examples, solving exercises, among others. **Attendance, responsibility, seriousness and teamwork are necessary.**

VI. Evaluation

Exam #1	20%
Exam #2	25%
Short evaluations	20% (10% and 10%)
Three evaluated tasks: in class or out of class	10% (3%, 3% y 4%)
Oral Task	10%
Creative project	15%
Total	100%

- ❖ **Creative project:** This consists of a video: animation or sketch. It must contain:
 1. An explanation of the target grammar topic in context.
 2. Examples (in a story, a stand-up comedy, a sketch) of the target grammar topic in context and in a creative way. The main focus/topic is to be defined. The video will be previously recorded and presented in class.

- ❖ **Classwork tasks and assignments** include exercises, activities, production tasks, discussion of topics, and any other activity developed asynchronous or in person class or set as assignment. **Classwork assigned in class will be announced just before being developed: it will not be announced ahead of time. Classwork tasks and assignments** could cover subject matter presented in the class through presentations, readings, explanations of the professor, and any other activity developed in class. In this sense, making the assigned readings, doing the assignments, and paying attention are paramount elements for the completion of classwork. Classwork includes the

use of English at all times in class. Using Spanish not only affects your grade but also your learning skills and progress. **Attendance** is therefore also necessary: **if a student is not present they day of a classwork task is developed, that evaluation will not be repeated unless the student has a valid justification contemplated later in this course syllabus.**

- ❖ **Oral presentation:** This consists of an oral presentation during class in which students develop grammar topics in context. The main focus/topic is to be defined.

VII. Class Rules and Important Notes on Evaluation

1. English is the language used during class sessions. Students must actively engage with the language daily and at all times during classes. E-mails, messages, daily language in class, chat rooms, among others, must be written and communicated in English.
2. **Short evaluations and exams are announced:** they could cover subject matter presented in the class through presentations, readings, explanations of the professor, and any other activity developed in class, reading the assigned readings is paramount for the completion of classwork.
3. **All content** covered in class (strategies, readings, exercises, discussions, audios, videos, materials, among others) will be evaluated in exams, classwork, the oral presentation, the creative project, or short evaluations. **Vocabulary use, spelling, grammar and structure will also be evaluated in any assessment activity.**
4. Evaluations **will only be repeated if** the student has a **valid justification** with any of the special cases contemplated in "Reglamento de Régimen Académico Estudiantil, chapter VI (health problems, or death of family member).
5. Since students are expected to attend and participate regularly in class, class work will be evaluated regularly.
6. Students must download the course material and get a good monolingual English dictionary to class at all times.
7. **Ampliación exam will include all the material, exercises, activities covered in class, and assignments and will be announced one week before. Students will be notified about the right to take "ampliación" exam.**
8. Students will be responsible for the chapters, readings and/or topics to be discussed in class. Students will also be provided with or asked to bring to class information about a grammar topic to be studied/discussed in class.

9. Students have to hand in original and creative assignments, evaluations, projects, and presentations. Plagiarism of any sort will be punished accordingly as this constitutes a serious academic offense. **Plagiarized work will be given a zero**, an account of the student's fault will be kept in his/her records, and the coordinator will be immediately notified for the corresponding sanction. According to *A Pocket Style Manual*, "to borrow another writer's language or ideas without proper acknowledgement is a form of dishonesty known as plagiarism" (Hacker, 109). Please note that any source that you use must be cited appropriately, including Internet postings, blogs, articles, comments, among others. **Plagiarism cannot be tolerated in academic settings** and has very unfortunate consequences at the university and professional levels. **For more details see, Reglamento de Orden y Disciplina de los Estudiantes de la Universidad de Costa Rica (Articles 4 to 20 included below)**.
10. All assessment activities must be presented on due date, time and format (following the requirements) **No late classwork, assignments or evaluations will be accepted without the required valid justification of verifiable reasons** contemplated in point (4) of this section: health problems, death of a relative to the second degree of kinship or significant technical issues that make it impossible for the student to take the evaluation.
11. No student will be exempted from any assignment.
12. APA is the citation style to be used in the assignments.
13. Any complaint must be objective, based **only** on the student's evaluation and must be presented in written and respectful form and on the dates established by *Reglamento de Régimen Académico Estudiantil*. The written complaint must mention the section and item and must clearly explain why the student thinks the answer is correct.
14. **Students must be responsible to catch up with the studied subjects in case of absence, as well as to keep up with the course working Timetable.**
15. Every student is responsible of his or her own work in the group projects.
16. Students must know and study the "Reglamento de Régimen Académico Estudiantil" and "*Reglamento de Orden y Disciplina de la Universidad de Costa Rica*," and should pay special attention to the norms regarding plagiarism and fraud, and evaluation procedures of all kinds

VIII. Additional information. For further details see articles below from

- a. *Reglamento de Orden y Disciplina de los Estudiantes de la Universidad de Costa Rica,*
- b. *Reglamento de Régimen Académico Estudiantil,* and
- c. *Resolución VD-11502-2020 Lineamientos Académicos y Administrativos para la Docencia con Componente Virtuales.*

a. Reglamento de Orden y Disciplina de los Estudiantes de la Universidad de Costa Rica

Artículo 4. Son faltas muy graves:

- 1) *Hacerse suplantar o suplantar a otro en la realización de actividades que por su naturaleza debe ser realizada por el estudiante, ya sea prueba, examen, control de conocimientos o cualquier otra operación susceptible de ser evaluada.*
- 2) *Utilizar, con conocimiento de causa, documentos falsificados, para cualquier gestión universitaria administrativa, académica o de cualquier otra índole.*
- 3) *Plagiar, en todo o en parte, obras intelectuales de cualquier tipo.*
- 4) *Presentar como propia una obra intelectual elaborada por otra u otras personas, para cumplir con los requisitos de cursos, trabajos finales de graduación o actividades académicas similares.*

Artículo 5. Son faltas graves:

- 1) *Procurarse por cualquier medio ilícito, en el momento de la realización de la prueba, examen control de conocimientos, cualquier tipo de información utilizable para ese efecto o del mismo modo suministrar a otro dicha información.*
- 2) *Copiar de otro estudiante tareas, informes de laboratorio, trabajos de investigación o de cualquier otro tipo de actividad académica.*

Artículo 9. Sanciones. *Las faltas serán sancionadas según la magnitud del hecho con las siguientes medidas (según los procedimientos establecidos en los artículos del 11 al 20 del Reglamento de Orden y Disciplina de los Estudiantes de la Universidad de Costa Rica)*

- 1) *Las faltas muy graves, con suspensión de su condición de estudiante regular no menor de seis meses calendario, hasta por seis años calendario.*
- 2) *Las graves con suspensión de quince días lectivos a seis meses calendario*

b. Reglamento de Régimen Académico Estudiantil

Artículo 24. *Cuando el estudiante se vea imposibilitado, por razones justificadas, para efectuar una evaluación en la fecha fijada, puede presentar una solicitud de reposición a más tardar en cinco días hábiles a partir del momento en que se reintegre normalmente a sus estudios. Esta solicitud debe presentarla ante el*

profesor que imparte el curso, adjuntando la documentación y las razones por las cuales no pudo efectuar la prueba, con el fin de que el profesor determine, en los tres días hábiles posteriores a la presentación de la solicitud, si procede una reposición. Si ésta procede, el profesor deberá fijar la fecha de reposición, la cual no podrá establecerse en un plazo menor de cinco días hábiles contados a partir del momento en que el estudiante se reintegre normalmente a sus estudios. Son justificaciones: la muerte de un pariente hasta de segundo grado, la enfermedad del estudiante u otra situación de fuerza mayor o caso fortuito. En caso de rechazo, esta decisión podrá ser apelada ante la dirección de la unidad académica en los cinco días hábiles posteriores a la notificación del rechazo, según lo establecido en este Reglamento.

Todo estudiante en todo curso queda sujeto a los reglamentos de la Universidad de Costa Rica.

IX. Bibliography Main source:

- Schramper Azar Betty. (2003) *Fundamentals of English Grammar Third Edition*. Prentice Hall Regents.

Other Sources

- Schoenberg, Irene; Maurer, Jay. (2006) *Focus on Grammar 1: An Integrated Skills Approach Third Edition*. Pearson Education
- Kirn Elaine y Jack. (2007). *Interactions 1 Grammar*, Silver Edition. Mc Graw Hill.
- Flores, B.M., Alfaro, V., Flores, M. A. (2002). *Basic English Syntax*. Editorial Universidad de Costa Rica.
- Azar Betty S. and Stacy A. Hagen,(2009) *English Grammar*. Pearson Longman.
- Thewlis S. (1997). *Grammar Dimensions 3. Form Meaning, and Use*. Second Edition. Boston. Heinle & Heinle

X. Tentative timetable Grammar I (this timetable may be subject to changes)

This chronogram is tentative and may be subject to changes due to unexpected circumstances or as deemed appropriate by the instructor.

Color code:

Pink: exams

Green: evaluated tasks

Lila: short evaluations

Orange: oral presentation

Teal: Creative project

Week	Activities-Contents	Assessment and advance
Week 1 March 11 th	Syllabus: reading, discussion and approval. ❖ Modal auxiliaries, part I Homework for week 2: study chapter 7 from <i>Fundamentals of English Grammar</i> .	
Week 2 March 18 th	❖ Modal auxiliaries, part II Homework for next week: study chapter 5 from <i>Fundamentals of English Grammar</i> .	
Week 3 March 25 th	Easter	
April 1 st	❖ Asking questions (what, whom, what kind...) Homework for next week: study chapter 4 from <i>Fundamentals of English Grammar</i>	
Week 4 April 8 th	❖ Creative project guidelines and grouping Modal auxiliaries and asking questions review. Homework for week 6: study chapter 4 from <i>Fundamentals of English Grammar</i> .	Evaluated Task #1
Week 5 April 15 th	❖ Present Perfect and past perfect Homework for week 7: study chapter 8 from <i>Fundamentals of English Grammar</i> .	I SHORT EVALUATION (10%)
Week 6 April 22 nd	SEMANA U ❖ Connecting ideas Homework for week 8: study chapter 13 from <i>Fundamentals of English Grammar</i> .	
Week 7 April 29 th	❖ Gerunds and infinitive Homework for week 10: study chapter 12 from <i>Fundamentals of English Grammar</i> .	Evaluated Task #2 Creative project: advance
Week 8 May 6 th	I EXAM (20%)	I EXAM (20%)
Week 9 May 13 th	❖ Adjective clauses Homework for week 11: study chapter 10 from <i>Fundamentals of English Grammar</i> .	Evaluated Task #1

Week 10 May 20 th	IFGE WEEK ❖ The Passive Homework for week 12: study chapter 14 from <i>Fundamentals of English Grammar</i> .	
Week 11 May 27 th	❖ Noun clauses Homework for week 13: study material about quoted speech and reported speech.	II SHORT EVALUATION (10%)
Week 12 June 3 rd	❖ Quoted speech and reported speech Homework for week 14: study material about using of wish and if	ORAL PRESENTATION (10%)
Week 13 June 10 th	❖ Creative project presentation (15%)	CREATIVE PROJECT PRESENTATION groups 1, 2, 3, 4 and 5
Week 14 June 17 th	Creative project presentation (15%)	CREATIVE PROJECT PRESENTATION (15%): all other groups
Week 15 June 24 th	II EXAM (25%)	
Week 16	Final results	
Week 17 July 8 th	Ampliación: to be announced one week before.	

****El examen de ampliación será anunciado una semana antes de su ejecución, a la persona estudiante se le hará saber de su derecho a realizar dicho examen por medio de correo electrónico y esta debe confirmar recibido y asistencia a dicho examen.**

Todos los contenidos, temas y objetivos se evalúan en el examen de ampliación.

REGLAMENTO DE LA UNIVERSIDAD DE COSTA RICA EN CONTRA DEL

HOSTIGAMIENTO SEXUAL

Conducta de naturaleza sexual indeseada por quien la recibe

MANIFESTACIONES

No verbales: miradas intrusivas, sonidos, silbidos, dibujos.

Verbales: piropos, comentarios sexualizados, invitaciones insistentes a salir, propuestas sexuales.

Escritas: fotografías, imágenes, mensajes, correos.

Físicas: Toqueteos, abrazos, besos, otras manifestaciones.

SE PUEDE APLICAR A

Cualquier persona que forme parte de la comunidad universitaria, integrada por personal docente, administrativo y la población estudiantil. Y quienes posean relaciones contractuales, no laborales, con la Universidad de Costa Rica (servicios profesionales, subcontratación, convenios, intercambios).

PROCESO DE DENUNCIA

Proceso interno de la comisión instructora

Audiencia: declaración de las partes

Comisión instructora emite informe final

DENUNCIAR ANTE

la Defensoría contra el Hostigamiento Sexual.

Se puede hacer de manera presencial en la Oficina de la Comisión Institucional Contra el HS o por correo

- La denuncia debe hacerla la **persona afectada**
- **Dos años** plazo a partir del ultimo hecho de HS
- Debe aportar **pruebas**

equipocontrahostigamientosexual@ucr.ac.cr



SRP Sede Regional del Pacífico



Reglamento de la Universidad de Costa Rica en Contra del Hostigamiento Sexual