

## PLATO Course TABE Language Level A

### Course Overview

The PLATO Course TABE Language Level A is outlined according to the Test for Adult Basic Education (TABE). The TABE is an analytical and reliable test, created to assess the proficiency levels and aptitude of adult learners. The PLATO Course TABE Language Level A consists of three units that are designed to enhance your language skills. The first unit will focus on language structure and mechanics, and contains detailed lessons on grammar. The second unit comprises diverse writing strategies to improve your writing ability. The third unit will help you enhance your workplace writing. Each lesson is carefully drafted into sections that explain concepts in an easy-to-understand manner and will help you practice what you have learned, through activities and tests.

### Course Goals

By the end of this course, you will be able to do the following:

- Avoid the use of inappropriate language and other common word choice errors.
- Use figurative language correctly and improve your writing style by eliminating wordiness, avoiding passive voice, and maintaining a consistent style.
- Identify and locate misplaced modifiers and spot correct and incorrect parallel structures in a sentence.
- Identify and correct awkward sentence structure.
- Study words that look plural but require a singular verb, and make the subject and the rest of a sentence fit logically.
- Distinguish between the words in these pairs: “amount or number,” “capital or capitol,” and “infer or imply.”
- Learn to review and revise your own writing and use various techniques for writing strong introductions.
- Identify and support arguments in need of additional evidence and that rely on expert opinions.
- Study strategies to create original and effective analogies to clarify your writing for the audience.
- Use visual aids to summarize and reinforce important information in your paper and to replace supporting details.
- Personalize your proofreading checklist and learn to write short memos.

- Create greater emphasis, sophistication, drama, and clarity in your writing by choosing varied sentence structures.
- Transfer information from documents to business forms, complete each section of a form in order, and write short comments on business forms.
- Identify the purpose and importance of business writing in communication.
- Practice the planning, drafting, and revision stages of writing a business message to be more efficient.

## General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Understand the basics of spreadsheet software, such as Microsoft Excel or Google Spreadsheets, but having prior computing experience is not necessary.
- Perform online research using various search engines and library databases.
- Communicate through email, and participate in discussion boards.

*For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Course Materials

- Notebook
- Computer with internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent

## Unit 1: Language Structure and Mechanics

### Summary

The first unit begins by explaining ways to avoid the use of inappropriate language such as slang, jargon, colloquialisms, and trite expressions. You will avoid common word choice errors and determine which word is correct. Here, you will use figurative language correctly and improve your writing style by eliminating wordiness, avoiding passive voice, and maintaining a consistent style. You will also understand what a misplaced modifier is and locate it in a sentence. Apart from this, you will identify correct and incorrect parallel structure in a sentence, and understand and correct awkward sentence structure. Then, you will study words that look plural but require a singular verb, and learn to use the special verb form “were” to express wishes and conditions

contrary to facts. In the latter part of this unit, you will make the subject and the rest of the sentence fit logically and learn to distinguish between the words in these pairs: “amount or number,” “capital or capitol,” and “infer or imply.”

## Unit 2: Writing Strategies

### Summary

In Unit 2, you will review your own writing, identify problem areas, and rewrite to improve the reader’s understanding and interest. You will learn various techniques, such as the use of pictures and dialogue, to write strong introductions. You will identify and support arguments that rely on expert opinions and need additional evidence. Further, you will use visual aids to summarize data, illustrate complicated concepts, reinforce important information in your paper, and replace supporting details. You will also study a strategy to create original and effective analogies to clarify your writing so that your audience will understand it. Additionally, you will write a strong conclusion that highlights an interesting idea from your paper by either using information from the body of your essay or pairing it with an introduction. You will also create greater emphasis, sophistication, drama, and clarity in your writing by choosing varied sentence structures without overdoing it. In the concluding part of this unit, you will use a checklist to proofread your work and personalize your proofreading checklist.

## Unit 3: Writing for the Workplace

### Summary

The last unit begins with defining the characteristics and features of business writing. Here you will identify the types of business writing, the purpose, scope, and medium of business messages, and the use of rhetoric. You’ll also identify and analyze the audience of a message. Then, you will analyze the credibility of sources and write a summary based on information from a credible source. You will describe the elements of a business message and the steps in the writing process: planning, organizing, drafting, revising, editing, and publishing. Later, you will describe the characteristics, functions, and formats of informational and investigative reports. You will also identify strategies for writing instructions in the appropriate format. Lastly, you will describe the characteristics, formatting, and purpose of an effective cover letter and résumé.