

## PLATO Course TABE Language Level E

### Course Overview

The PLATO Course TABE Language Level E is crafted according to the Test for Adult Basic Education (TABE). The TABE is an analytical and reliable test, created to assess proficiency levels and aptitude of adult learners. The PLATO Course TABE Language Level E consists of two units that are designed to enhance your language proficiency. The first unit will focus on language structure and function, to help polish your grammar basics. The second unit will introduce a variety of writing strategies to help you make your drafts impressive. Each lesson is carefully divided 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:

- Study parts of regular and irregular verbs and study verb tenses to choose the correct tense.
- Identify and understand the difference between concrete, abstract, and collective nouns.
- Practice plurals and study singular and plural nouns.
- Identify different types of pronouns and understand how they are used.
- Identify adjectives and adverbs and use them to compare things.
- Form and use possessives.
- Identify parts of a sentence and study compound subjects and predicates in sentences.
- Classify declarative, imperative, and interrogative sentences and use negative words correctly in a sentence.
- Practice capital letters and use quotation marks.
- Write assignments that don't specify an audience, figure out the purpose and develop a plan to fit that purpose, and write assignments to develop and support an argument.
- Determine how to come up with a thesis for a paper and add details to a thesis that is too general.
- Understand when to give credit to sources used in a paper and identify whether a fact is common or needs to be given credit.
- Write peer reviews, paragraph summaries, and questions in peer reviews that show writers when they are wandering in their papers.

- Understand how taking notes helps in developing ideas for writing and understanding your research.
- Write effective comments and questions to get ideas for a paper.
- Use transition words to link your ideas clearly in comparison or contrast to lead the readers through your writing.
- Use strategies to find clichés in your writing and avoid them by replacing them with straightforward language.
- Create an outline of information before you write a paper and change the order of the outline to support your main idea in the paper.
- Ask questions and give suggestions in peer reviews, and use your own writing strategies to ask helpful questions in a peer review.
- Ask good research questions, write supporting questions, and narrow your topic with research questions.
- Write essays in a formal style and avoid emotional and opinionated writing.
- Label the evidence that supports your arguments.

## **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 Function

## Summary

Unit 1 will begin with parts of speech. You will learn about verbs, and irregular verbs and their parts, and understand how verbs combine to form verb tenses. This will help you choose the right verb tense. You will understand the difference between concrete, abstract, and collective nouns, and also practice what you know about plurals, focusing on singular and plural nouns. You will learn to identify different types of pronouns such as personal pronouns, pronouns that show ownership, and understand how they are used. This unit will not only help you to find adjectives, but also identify adverbs and use them to compare things. You will also learn how to form and use possessives. Further, you will learn to identify parts of a sentence, understand how to tell sentences from other groups of words, and study compound subjects and predicates in a sentence. You will then learn to classify three kinds of sentences that ask, tell, order, and use negative words correctly in a sentence. Finally, you will practice what you know about capital letters and learn to use quotation marks.

# Unit 2: Writing Strategies

## Summary

In Unit 2, you will first learn to write assignments that don't specify an audience, figure out the purpose and develop a plan to fit that purpose, and then write an assignment to develop and support an argument. Then, you will understand how to come up with a thesis for a paper and add details to a thesis that is too general. This unit will teach you to determine when to give credit to sources used in a paper and identify whether a fact is common or needs to be given credit. Additionally, you will also learn to write peer reviews, paragraph summaries, and questions in peer reviews to help writers check whether they have said what they meant to, or to show when they are wandering in their papers. You will learn how taking notes can help develop ideas for writing and in understanding your research better. You will also learn to use transition words to clearly link your ideas in comparison or contrast, or to make your readers understand your view. Later, you will learn to find clichés in your writing, avoid using clichés by replacing them with straightforward language, and use strategies to find clichés in your own writing.

Another strategy you will learn is to how to create an outline of information with topics, subtopics, and details before you write a paper. You will then change the order of the outline to best support your main idea in the paper. You will learn to ask questions and give suggestions in peer reviews and use your own writing strategies to ask helpful questions in a peer review. This will help you to ask good research questions, write supporting questions, and narrow your topic with research questions. Finally, you will learn to write essays in a formal style and avoid emotional and opinionated writing. Lastly, you will label the evidence that supports your arguments.