

## PLATO Course TABE Language Level L

### Course Overview

The PLATO Course TABE Language Level L is outlined 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 L consists of two units that are designed to enhance your language skills. The first unit will focus on language structure and function, which contains detailed lessons on grammar. The second unit is comprised of diverse writing strategies, which will help you improve your writing ability. 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 nouns, verbs, and their different types.
- Identify singular and plural nouns, make nouns plural by adding -s and -es, and make unusual plurals.
- Understand how to use capital letters with proper nouns and titles.
- Understand when to use punctuation, including the use of periods, exclamation points, question marks and commas.
- Match verbs and irregular verbs with their subjects.
- Add correct forms of be and have when they're missing from the sentence.
- Correct and fix double negatives and choose good or well, and bad or badly in sentences.
- Use an 's ending (apostrophe + s) to show ownership.
- Figure out what is asked in a writing assignment and address all parts of a writing assignment.
- Understand the purpose of your paper so that you can identify your audience and add correct information.
- Vary your sentences by replacing repeated words with pronouns or other substitutes.
- Find topics, organize your thoughts, and separate them into different paragraphs.
- Learn to use an idea map and generate ideas using a map.
- Use a checklist to proofread your writing and review each item on the checklist multiple times.

- Write conclusions that summarize your main ideas and expand your papers with more information.
- Find and fix repeated sentence lengths in your writing and identify multiple short sentences to vary them accordingly.
- Match and adjust your writing according to peer reviews and write helpful peer reviews and comments for early drafts.
- Identify problems in your writing by reading aloud.
- Use freewriting to identify and explore interesting topics for a paper or assignment.

## 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

This unit focuses on grammar and punctuation. You will begin by learning about parts of speech, such as nouns, verbs, and the different types of verbs. You will identify sentences from other groups of words, identify singular and plural nouns, make nouns plural by adding -s and -es, and make unusual plurals. Then, you will use capital letters with proper nouns and titles. You will also learn when and how to use punctuation marks such as exclamation points, periods, question marks, and commas. Further, you will match verbs with their subjects and learn to add the correct forms of be and have when they are missing from sentences. You will correct and fix double negatives and

choose good or well and bad or badly in sentences. Finally, you will understand how to use an 's ending (apostrophe + s) to show ownership.

## Unit 2: Writing Strategies

### **Summary**

This unit contains strategies that will help you improve your writing ability. You will first learn to plan your writing assignment to understand the purpose of the paper you intend to write. This will help you identify your audience and add correct information to your assignment. You will know when to use pronouns or other substitute words in your writing. Then, you will vary your sentences by replacing the repeated words with pronouns or other substitutes. Further, you will find topics, organize your thoughts, and separate them into different paragraphs. You will also learn to use an idea map to generate and organize ideas. Later, you will learn to use a checklist to proofread your writing and review each item on the checklist multiple times. You will then learn to summarize main ideas, dig into information, and expand your paper with more information as you stick to the topic of the paper. You will find and fix repeated sentences and learn to vary sentence length in a paper. You will match and adjust your writing according to peer reviews and write helpful peer reviews. Finally, you will learn to identify problems in your writing by reading aloud and you will use freewriting techniques to explore and identify interesting topics for a paper or assignment.