

PLATO Course TABE Language Level M

Course Overview

The PLATO Course TABE Language Level M 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 M consists of three units that are designed to enhance your language and writing proficiency. The first unit contains detailed lessons on grammar and focuses on language structure and function. The second unit consists of diverse writing strategies to improve your writing. The third unit will help you enhance your workplace writing. Each lesson is carefully designed 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:

- Understand different types of nouns and verbs.
- Understand nouns and pronouns that agree in gender and number, and use nouns and pronouns as subjects, direct objects, and predicate nominatives.
- Use six verb tenses and the subjunctive mood and learn the principle parts of irregular verbs to form six verbs.
- Identify the subject of a sentence and understand how subjects and verbs, and nouns and verbs work together in sentences.
- Find and correct sentence fragments and run-on sentences.
- Understand synonyms and antonyms and recognize and use homophones.
- Learn the three rules of spellings and the rules for forming and spelling plurals and possessives.
- Use periods, punctuation marks, and exclamation points as end punctuation for sentences.
- Punctuate sentences using semicolons, colons, dashes, hyphens, and quotation marks.
- Match “or” and “nor” with verb forms and use capitals with names.
- Learn to choose between “it’s/its,” “accept/except,” “than/then,” “affect/effect,” “you’re/your,” and “loose/lose.”
- Use the -ly form of modifiers and know when to capitalize modifiers.

- Develop your own writing by imitating the authors you read and by using published writing as a source to generate ideas.
- Explore techniques to find information on the internet.
- Write strong introductions beginning with a quotation and a startling fact to attract the reader's interest.
- Make notes to explain ideas and information from source material using your own words.
- Combine sentences to make the relationship between ideas clear and to write effective transitions so that your writing flows well.
- Create a personalized checklist to proofread your writing.
- Find shifts in point of view and maintain a consistent point of view in your writing.
- Use citations to give credit to other people when using their ideas, direct quotations, and statistics.
- Balance your research, state a position of your own ideas, and determine if the evidence behind your argument is logically relevant and complete.
- Identify your biases and address different perspectives fairly.
- Use modifiers to make writing interesting, and use “compare/contrast” and “problem/solution” models to structure and organize your writing.
- Use feedback from peer review to get the most out of your writing.
- Group your ideas to plan your paper, use strategies to devise your research plan, and make sure your information sources are reliable.
- Write thesis statements that cover the main idea and depth of your topic by describing the cause and effect in your relationships and by outlining other sides of the issue.
- Determine the purpose of your quotation and use examples to clarify ideas.
- Analyze and survey your audience to figure out what they already know.
- Identify elements of voice in personal narratives, creative writing, and factual essays.
- Determine if the parts of a letter are written correctly.
- Learn to correctly fill different types of application forms.

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

In Unit 1, you will learn to identify different types of nouns. You will study how nouns and pronouns agree in gender and number, and use them as subjects, direct objects, indirect objects, and predicate nominatives. You will identify action verbs, being verbs, and compound verbs and learn to use six verb tenses and the subjunctive mood. You will then identify the subject of a sentence and understand how subjects and verbs, and collective nouns and verbs, work together in sentences. Then, you will find and correct run-on sentences and sentence fragments. You will study synonyms and antonyms and recognize and use homophones. Further, you will learn the three rules of spelling and the rules for forming and spelling plurals and possessives. You will understand the use of periods, punctuation marks, and exclamation points as end punctuation for sentences. You will also punctuate sentences using semicolons, colons, dashes, hyphens and quotation marks. Later, you will learn to match “or” and “nor” with verb forms and use capitals with names. You will also learn to choose between “it’s/its,” “accept/except,” “than/then,” “affect/effect,” “you’re/ your,” and “loose/lose,” and use “among” and “between” in sentences. Finally, you will learn to use the -ly form of modifiers and know when to capitalize them.

Unit 2: Writing Strategies

Summary

In Unit 2, you will first develop your own writing by imitating the authors you read and use published writing as a source to generate ideas. You will then use advanced techniques for searching information on the Internet. Then, you will write strong introductions that begin with a quotation or a startling fact to attract the reader’s interest. You will make notes and explain ideas and information from the source materials in your own words. Further, you will combine sentences to make the relationship between ideas clear and write effective transitions so that your writing flows well. You will create a personalized checklist to proofread your writing and find shifts in point of view to maintain a consistent point of view in your writing.

You will also use citations to give credit to other people for their ideas, direct quotations, and statistics. You will then learn to balance your research, state your own ideas, and determine if the evidence behind your argument is logically relevant and complete. You will identify your biases and address different perspectives fairly. After this, you will use modifiers to make writing interesting, and use the “compare/contrast” and “problem/solution” models to structure and organize your writing. You will also use feedback from peer review to get the most out of your writing.

Further, you will group your ideas to plan your paper, use strategies to devise a research plan, and make sure that your information sources are reliable. You will write thesis statements that cover the main idea and the depth of your topic by describing cause and effect in your relationships and by outlining other sides of the issue. You will then determine the purpose of your quotation and connect it to your ideas. You will use examples to clarify and explain difficult ideas. You will also analyze and survey your audience to ensure that you provide the appropriate level of background knowledge about your topic. Finally, you will learn to identify elements of voice in personal narratives, creative writing, and factual essays.

Unit 3: Writing for the Workplace

Summary

Unit 3 focuses on writing personal and business letters. First, you will determine whether the parts of a letter are written correctly. You will then learn to correctly write an address and a return address on an envelope. Then, you will understand how to write an application letter in response to an advertisement. Finally, you will respond to items in an application correctly and learn to properly fill a bank account application, retail credit application, and job application.