

Test of Essential Academic Skills—English

Course Overview

Test of Essential Academic Skills (TEAS) – English covers English grammar and its usage, including elements such as punctuation, clauses, and phrases.

In this course, you will study sentence structure, and how to determine the meaning of a word from its context. You will also learn different ways to form possessives and plurals, and how to avoid common misspellings. Through the practice activities, you will improve your understanding of the concepts taught in the course.

Course Goals

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

- Distinguish between verbs, parts of verbs, irregular verbs, and tenses.
- Understand nouns, number agreement, and pronouns.
- Discuss personal pronouns that show ownership.
- Distinguish between masculine, feminine, and neuter nouns and pronouns.
- Identify singular and plural pronouns and make nouns and pronouns agree in gender and number.
- Use capital letters with proper nouns.
- Find adjectives and use adjectives to compare things.
- Identify adverbs and use adverbs to compare things.
- Understand prepositions and the use of articles.
- Understand how capital letters are used in titles.
- Review and practice capital letters and the use of the period, exclamation point, and question mark.
- Use the comma, colon and semicolon, and quotation marks.
- Punctuate sentences correctly using semicolons, colons, dashes, hyphens, and quotation marks.
- Use commas to set off words or phrases that identify other words or phrases nearby.
- Understand the use of commas and periods in sentences that use quotation marks.
- Identify sentences from other groups of words and study sentences that ask, tell, and order.
- Identify compound subjects and compound predicates in sentences.
- Understand word signs to identify phrases such as prepositional and participial, and clauses such as independent and dependent, in sentences.

- Recognize conjunctions and use them correctly.
- Understand how subjects and verbs and collective nouns and verbs work together in sentences.
- Understand how subjects and verbs work together in sentences beginning with “there” or “here.”
- Find and correct sentence fragments and run-on sentences.
- Know what a misplaced modifier is, and how to locate it in a sentence.
- Identify correct and incorrect parallel structure in a sentence.
- Identify what causes awkward sentence structures and how to correct them.
- Distinguish between independent and dependent clauses in sentences.
- Find the meaning of a word from its context and from its prefix and base word.
- Identify the meaning of a word by looking for clues.
- Understand synonyms and antonyms
- Recognize and use homophones and correctly use confusing words such as principal/principle, affect/effect, accept/except, and lose/loose.
- Identify the three basic rules of spelling, and spelling rules regarding doubling final consonants, adding prefixes, and correctly using ‘cede’, ‘ceed’, and ‘sede.’
- Make nouns plural by adding “s” and “es,” and make unusual plurals.
- Form possessives and understand the rules for forming and spelling plurals and possessives.
- Learn the correct spellings of commonly misspelled words.

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.
- Complete basic operations with presentation software, such as Microsoft PowerPoint or Google Slides.
- 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 Student Orientation, found at the beginning of this course.

Credit Value

Test of Essential Academic Skills—English is a 0.5-credit course.

Course Materials

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

Some course readings may require a visit to your school library or public library.

Course Description

Unit 1: Punctuation, Capitalization, and Grammar

Summary

Unit 1 focuses on punctuation, capitalization, and basic grammar concepts. The unit starts with information about both regular and irregular verbs, thorough which you will learn about various verb tenses and how to choose the correct tense. You will study different types of nouns including common, proper, concrete, abstract, and collective nouns. You will also study singular and plural nouns. Further in the unit, you will learn about different types of pronouns, including personal pronouns and their use and pronouns that show ownership. You will study masculine, feminine, and neuter nouns and pronouns and learn about gender and number agreement in nouns and pronouns. You will learn to use capital letters, including the capitalization of proper nouns. The unit then goes on to adjectives and adverbs and how to compare them to things. You will study prepositions and articles. Through the practice session, you will learn more about capital letters and their use in titles. Further in the unit, you will learn to use the period, exclamation point, question mark, comma, and quotation marks. You will then learn to punctuate sentences correctly using semicolons, colons, dashes, hyphens, and quotation marks, and use commas to offset words or phrases that identify other words or phrases nearby. You learn when quotations in sentences don't require commas, and when to use commas and periods inside quotation marks. At the end of the unit, you will learn how to use double quotation marks to indicate speech and dialogue.

Unit 2: Sentence Structure

Summary

At the beginning of this unit, you will learn to identify sentences from other groups of words. You will study compound subjects and predicates and study sentences that ask, tell, and order. You will study word signs to find phrases such as prepositional and participial phrases, and clauses such as independent and dependent phrases, in sentences. Next, you will learn to recognize coordinating conjunctions and use them correctly. You will study how subjects and verbs and collective nouns and verbs work together in sentences. You will also learn how subjects and verbs work together in sentences beginning with “there” or “here.” You will find and correct sentence fragments and run-on sentences and understand the difference between them. You will then learn about misplaced modifiers and how to locate them in a sentence. Next, you will identify correct and incorrect parallel structure in a sentence. You will also learn what causes awkward sentence structures and correct them. Toward the end of the unit, you will learn to distinguish between independent and dependent clauses in sentences. The unit also has practice questions that help you review what you have learned in the unit.

Unit 3: Contextual Words

Summary

Unit 3 is about contextual words. In this unit, you will determine the meaning of a word from its context and from its prefix and base word. You will then find the meaning of a word by looking for clues in the rest of the sentence or passage. Later, you will study synonyms and antonyms and learn to recognize and use homophones. Toward the end of the unit, you will learn to correctly spell confusing words such as principal/principle, affect/effect, accept/except, lose/loose, and practice what you know about confusing words.

Unit 4: Spelling

Summary

In unit 4, you will learn a variety of spelling rules, such as the spelling rules regarding doubling final consonants, adding prefixes, and correctly using ‘cede’, ‘ceed’, and ‘sede’. You will make nouns plural by adding “s” and “es,” and you will also make unusual plurals. Further in the unit, you will form possessives and understand the rules for forming and spelling plurals and possessives. At the end of the unit, you will learn the correct spellings of commonly misspelled words.