

FOCUS ON GRAMMAR

An **ADVANCED** Course for Reference and Practice

SECOND EDITION



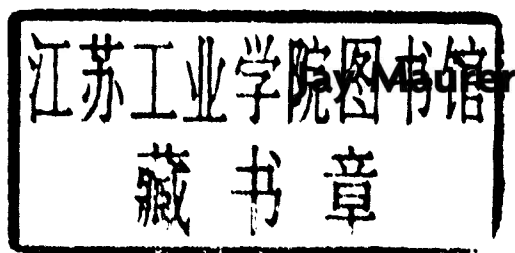
Jay Maurer



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ABOUT THE AUTHOR

Jay Maurer has taught English in binational centers, colleges, and universities in Portugal, Spain, Mexico, the Somali Republic, and the United States. In addition, he taught intensive English at Columbia University's American Language Program. He was also a teacher of college composition and literature for sixteen years at Santa Fe Community College and Northern New Mexico Community College. He is the co-author of the three-level *Structure Practice in Context* series, co-author of the five-level *True Colors* series, and co-author of the *True Voices* video series. Currently he writes and teaches in Seattle, Washington. *Focus on Grammar: An Advanced Course for Reference and Practice*, Second Edition, has grown out of the author's experiences as a practicing teacher of both ESL and college writing.

INTRODUCTION

THE FOCUS ON GRAMMAR SERIES

F*ocus on Grammar: An Advanced Course for Reference and Practice, Second Edition*, is part of the four-level *Focus on Grammar* series. Written by practicing ESL professionals, the series focuses on English grammar through lively listening, speaking, reading, and writing activities. Each of the four Student Books is accompanied by an Answer Key, a Workbook, an Audio Program (cassettes or CDs), a Teacher's Manual, and a CD-ROM. Each Student Book can stand alone as a complete text in itself, or it can be used as part of the series.

BOTH CONTROLLED AND COMMUNICATIVE PRACTICE

Research in applied linguistics suggests that students expect and need to learn the formal rules of a language. However, students need to practice new structures in a variety of contexts to help them internalize and master them. To this end, *Focus on Grammar* provides an abundance of both controlled and communicative exercises so that students can bridge the gap between knowing grammatical structures and using them. The many communicative activities in each unit enable students to personalize what they have learned in order to talk to each other with ease about hundreds of everyday issues.

A UNIQUE FOUR-STEP APPROACH

The series follows a unique four-step approach. In the first step, **grammar in context**, new structures are shown in the natural context of passages, articles, and dialogues. This is followed by a **grammar presentation** of structures in clear and accessible grammar charts, notes, and examples. The third step is **focused practice** of both form and meaning in numerous and varied controlled exercises. In the fourth step, **communication practice**, students use the new structures freely and creatively in motivating, open-ended activities.

A COMPLETE CLASSROOM TEXT AND REFERENCE GUIDE

A major goal in the development of *Focus on Grammar* has been to provide Student Books that serve not only as vehicles for classroom instruction but also as resources for reference and self-study. In each Student Book, the combination of grammar charts, grammar notes, and expansive appendices provides a complete and invaluable reference guide for the student.

THOROUGH RECYCLING

Underpinning the scope and sequence of the series as a whole is the belief that students need to use target structures many times in many contexts at increasing levels of difficulty. For this reason, new grammar is constantly recycled so that students will feel thoroughly comfortable with it.

COMPREHENSIVE TESTING PROGRAM

SelfTests at the end of each part of the Student Book allow for continual assessment of progress. In addition, diagnostic and final tests in the Teacher's Manual provide a ready-made, ongoing evaluation component for each student.

THE ADVANCED STUDENT BOOK

Focus on Grammar: *An Advanced Course for Reference and Practice, Second Edition*, is divided into ten parts comprising twenty-five units. Each part contains grammatically related units, with each unit focusing on a specific grammatical structure or related groups of structures.

In this advanced-level text, some structures are grouped together because of their related application to writing. The infinitive of purpose, for example, is taught together with participial phrases because both kinds of structures function adverbially. But, more importantly, they have similar applications to the acquisition of two important concepts: sentence combining and avoiding dangling modifiers.

Each unit has one or more major themes relating the exercises to one another and providing a context that serves as a vehicle for the structures. All units have the same clear, easy-to-follow format:

GRAMMAR IN CONTEXT

Grammar in Context presents the grammar focus of the unit in a natural context. The texts, all of which are recorded, present language in various formats. These include newspaper and magazine articles, stories, conversations, and other formats that students encounter in their day-to-day lives. In addition to presenting grammar in context, this introductory section raises student motivation and provides an opportunity for incidental learning and lively classroom discussions. Topics are varied, ranging from birth order, marriage, money, and humor to cloning, sports, and compassion. Each text is preceded by a pre-reading activity called **Questions to Consider**. These pre-reading questions are intended to create interest, elicit student knowledge about the topic, help point out features of the text, and lead students to make predictions about the reading.

GRAMMAR PRESENTATION

This section is made up of grammar charts, notes, and examples. The grammar **charts** focus on the form of the unit's target structure(s). The clear and easy-to-understand boxes present each grammatical form in all its combinations. These charts provide students with a clear visual reference for each new structure.

The grammar **notes** and **examples** that follow the charts focus on the meaning and use of the structure(s). Each note gives a clear explanation of the grammar point and is always accompanied by one or more examples. **BE CAREFUL!** notes alert students to common ESL / EFL errors. Usage Notes provide guidelines for using and understanding different levels of formality and correctness. Reference Notes provide cross-references to related units and the Appendices.

FOCUSED PRACTICE

The exercises in this section provide practice for all uses of the structure presented in the Grammar Presentation. Each Focused Practice section begins with a recognition exercise called **Discover the Grammar**. Here, the students are expected to recognize the form of the structure with its meaning and often to explain why alternate forms could or could not be substituted. This activity raises awareness of the structures as it builds confidence. Occasionally, creative activities such as writing endings to stories complete this section.

Following the Discover the Grammar activity are exercises that practice the grammar in a controlled, but still contextualized, environment. The exercises proceed from simpler to more complex. There is a large variety of exercise types including fill-in-the-blanks, matching, multiple choice, question and sentence formation, and editing (error analysis). Exercises are cross-referenced to the appropriate grammar notes so that students can review the notes if necessary. As with the Grammar in Context section, students are exposed to many different written formats, including letters, postcards, journal entries, news articles, stories, and conversations. Some exercises are art-based, providing a rich and interesting context for meaningful practice. All Focused Practice exercises are suitable for self-study or homework. A complete **Answer Key** is provided in a separate booklet.

COMMUNICATION PRACTICE

The exercises in this section are intended for in-class use. The first exercise is **Listening**. Having had exposure to and practice with the grammar in its written form, students now have the opportunity to check their aural comprehension. They hear a variety of listening formats, including conversations, radio announcements, interviews, and phone recordings. After listening to the tape (or hearing the teacher read the tapescript, which can be found in the Teacher's Manual), students complete a task that focuses on either the form or the meaning of the structure. It is suggested that students be allowed to hear the text as many times as they wish to complete the task successfully.

The listening exercise is followed by a variety of activities that provide students with the opportunity to use the grammar in open-ended, interactive ways. Students work in pairs, small groups, or as a whole class in surveys, information gaps, discussions, games, and other problem-solving activities. Every unit gives students an opportunity to write an essay especially formulated to elicit practice of the unit's structures using the unit's theme. Finally, a **Picture Discussion** in each unit enables students to apply their mastery of structure. The subjects of the Picture Discussion range from reproductions of famous paintings to cartoons to drawings.

REVIEW OR SELFTEST

After the last unit of each part, there is a review feature that can be used as a self-test. The exercises in this section test the form and use of the grammar content of the part. These tests include questions in the format of the Structure and Written Expression sections of the TOEFL®. An **Answer Key** is provided after each test.

FROM GRAMMAR TO WRITING

At the end of each part, there is a writing section called From Grammar to Writing. This feature is designed to help students bridge the gap between writing in the ESL / EFL classroom and the less controlled writing they may need to do outside of class, whether in everyday or academic settings. These optional units occur after the SelfTests and focus on such writing issues as the sentence; subject-verb and pronoun-antecedent agreement; topic sentences; parallelism; avoiding fragments, run-on sentences, and comma splices; punctuating adjective clauses; writing direct and indirect speech; and unity, support, and coherence. Although these writing issues are not solely ESL / EFL related, they are highly important to the ESL / EFL student who wants to write successfully.

In most of the From Grammar to Writing units, the topic presented is related to the grammar content of the part just concluded. For example, the second writing unit on parallelism naturally and logically accompanies the gerund and infinitive part, since mixing gerunds and infinitives in a series is a common parallelism error. Two units deal with important issues in the structuring of a composition: writing good topic sentences and ensuring that a piece of writing is unified and coherent and has enough supporting details to make the writer's point. A new feature of the From Grammar to Writing units in this edition is a final writing section called **Apply It to Your Writing**. In this activity, students apply the principles they have just learned in a short composition and then work with a partner to edit each other's work.

APPENDICES

The Appendices provide useful information, such as lists of common irregular verbs, phrasal verbs, spelling rules, and names of countries. The Appendices can help students do the unit exercises, act as a springboard for further classroom work, and serve as a reference source.

NEW IN THIS EDITION


In response to users' requests, this edition has:

- new and updated texts for Grammar in Context
- a new easy-to-read format for grammar notes and examples
- rewritten grammar notes
- cross-references that link exercises to corresponding grammar notes
- authentic reading selections in most units
- more photos and art
- information gaps and games
- a vocabulary development component called Understanding Meaning from Context

SUPPLEMENTARY COMPONENTS

All supplementary components of *Focus on Grammar, Second Edition*—the Audio Program (cassettes or CDs), the Workbook, and the Teacher's Manual—are tightly keyed to the Student Book. Along with the CD-ROM, these components provide a wealth of practice and an opportunity to tailor the series to the needs of each individual classroom.

AUDIO PROGRAM

All of the Grammar in Context texts and all of the Listening exercises as well as other selected exercises are recorded on cassettes and CDs. The symbol  appears next to these activities. The scripts appear in the Teacher's Manual and may be used as an alternative way of presenting these activities.

WORKBOOK

The Workbook accompanying *Focus on Grammar: An Advanced Course for Reference and Practice, Second Edition*, provides a wealth of additional exercises appropriate for self-study of the target grammar of each unit in the Student Book. Most of the exercises are fully contextualized. Themes of the Workbook exercises are typically a continuation or a spin-off of the corresponding Student Book unit themes. There are also ten tests, one for each of the ten Student Book parts. These tests have questions in the format of the Structure and Written Expression section of the TOEFL®. Besides reviewing the material in the Student Book, these questions provide invaluable practice to those who are interested in taking this widely administered test.

TEACHER'S MANUAL

The Teacher's Manual, divided into five parts, contains a variety of suggestions and information to enrich the material in the Student Book. The first part gives general suggestions for each section of a typical unit. The next part offers practical teaching suggestions and cultural information to accompany specific material in each unit. The Teacher's Manual also provides ready-to-use diagnostic and final tests for each of the ten parts of the Student Book. In addition, a complete script of the Listening exercises is provided, as is an answer key for the diagnostic and final tests.

CD-ROM

The *Focus on Grammar* CD-ROM provides individualized practice with immediate feedback. Fully contextualized and interactive, the activities broaden and extend practice of the grammatical structures in the reading, listening, and writing skill areas. The CD-ROM includes grammar review, review tests, and all relevant reference material from the Student Book. It can also be used alongside the *Longman Interactive American Dictionary* CD-ROM.

CREDITS

PHOTOGRAPHS

Grateful acknowledgment is given to the following for providing photographs:

p. 17 Scott Cohen—AP/World Wide Photos; **p. 27** UPI/Corbis; **p. 33** Corbis; **p. 34** Photofest; **p. 70** Atalante/Gamma Sport—Liaison Agency, Inc.; **p. 116** SuperStock, Inc.; **p. 118** Richard E. Hill/Visuals Unlimited; **p. 135** Robert Bores—AP/World Wide Photos; **p. 196** 20th Century Fox—AP/World Wide Photos/Paramount Pictures Corporation, Inc.; **p. 233** AP/World Wide Photos; **p. 244** Corbis; **p. 270** Spencer Grant/Monkmeyer Press; **p. 362** Lou Requena—AP/World Wide Photos; **p. 363** and **p. 374** Paul S. Howell/Liaison Agency, Inc.; **p. 391** AP/World Wide Photos; **p. 405** Art Resource, N.Y.

THE STORY BEHIND THE COVER

The photograph on the cover is the work of **Andy Goldsworthy**, an innovative artist who works exclusively with natural materials to create unique outdoor sculpture, which he then photographs. Each Goldsworthy sculpture communicates the artist's own "sympathetic contact with nature" by intertwining forms and shapes structured by natural events with his own creative perspective. Goldsworthy's intention is not to "make his mark on the landscape, but to create a new perception and an evergrowing understanding of the land."

So, too, *Focus on Grammar* takes grammar found in its most natural context and expertly reveals its hidden structure and meaning. It is our hope that students everywhere will also develop a new perception and an "evergrowing" understanding of the world of grammar.

ACKNOWLEDGMENTS

Writing the SECOND EDITION of this book has been even more fun and challenging than it was the first time around. I'm indebted to many people who helped me in all kinds of different ways. Specifically, though, I want to express my appreciation and gratitude to:

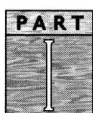
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J.M.

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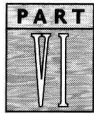
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