

CAPSTONE TOEFL Curriculum

Detailed Outline

Class #1

I. Reading

A) General Reading Strategies

- 1) Familiarity with the standard outline for passages
- 2) Reading actively
- 3) Inferring meanings
- 4) Modifying phrases and clauses
- 5) Sequencing

B) Question Types / Strategies

1) Paraphrasing

- a) Methods of paraphrasing
- b) Focusing on the words that add meaning
- c) Identifying relationships among ideas / structure
- d) Creating simplified sentences
- e) Selecting best answer choices
- f) Verifying answer choice

2) NOT / EXCEPT Questions

- a) Identifying the question
- b) Identifying key ideas in the question
- c) Identifying key ideas in the answer choices
- d) Scanning the passage for key ideas
- e) Reading relevant sentences
- f) Choosing answers with missing or altered ideas
- g) The different answer choice traps

3) Coherence Questions

- a) Familiarity with basic paragraph organization and function
- b) Overall sequencing of ideas
- c) Examining vocabulary in new sentence
- d) Comparing cohesive device
- e) Identifying sentences that cannot be separated
- f) Inserting sentences and checking for logic/clarity
- g) The different answer choice traps

4) Vocabulary Questions

- a) Locating highlighted words and reading carefully
- b) Identifying parts of speech, function, and context
- c) Looking at the broader context
- d) Looking for examples or definitions
- e) Looking for key words of contrast and comparison
- f) Using your knowledge of prefixes, suffixes, and roots
- g) Checking your final answer

5) Reference Questions

- a) Familiarity with pronoun and adjective clauses
- b) Reading around the referent
- c) Paying attention to pronoun gender, number, and type
- d) Identifying the function of the referent and context
- e) Broader context
- f) Using cohesive devices
- g) Look for the antecedent
- h) Answer choice traps

6) Fact / Detail Questions

- a) Identifying key ideas / sets of ideas in questions
- b) Scanning the passage for key idea
- c) Reading relevant information closely and carefully
- d) Looking for accurate paraphrasing
- e) Choosing answers based on stated information
- f) Answer choice traps

Class #2

I. Reading (contd.)

B. Question types / Strategies (contd.)

7. Rhetorical Structure Questions

- a) Familiarity with Types of detail and rhetorical structure
- b) Identifying key ideas in questions
- c) Scanning passages for key ideas
- d) Reading surrounding sentences carefully, and analyzing rhetorical structure
- e) Inferring rhetorical structure based on sequence and meaning
- f) Answer Choice Traps

8. Inference Questions

- a) Thinking about possible inferences as you read
- b) Identifying key ideas in questions
- c) Identifying common ideas or themes in answer choices
- d) Scanning passages for relevant information
- e) Reading relevant sentences carefully
- f) Using cohesive devices
- g) Checking each answer choice against the passage
- h) Answer Choice Traps

9. Drag and Drop Table Completion Questions

- a) Anticipating question type based on organization
- b) Recording organization in outline
- c) Identifying categorical key words
- d) Restatements
- e) Using memory and outline to place as many details as possible
- f) Identifying key ideas in answer choices
- g) Answer Choice Traps

10. Drag and Drop Summary Questions

- a) Recording paragraph topics in outline
- b) Using the question thesis as a guide
- c) Paraphrased ideas in answer choices
- d) Using memory, outline, and thesis to select answer choices
- e) Eliminating overly specific answer choices
- f) Combining key points from different paragraphs

Class #3

II. Listening

A) General Listening Strategies – Conversations

- 1) Attention to organization
- 2) Delays in conversation
- 3) Note taking skills
- 4) Focus on need
- 5) Complicating Factors
- 6) Anticipating information

B) General Listening Strategies – Lectures

- 1) Using organization to connect ideas
- 2) Turning points as clues

C) Question Types / Strategies

1) Main Idea Questions

- a) Familiarity with possible topics and related vocabulary
- b) Using opening remarks / hooks as clues
- c) Listening for a thesis statement after the hook
- d) Opening Requests
- e) Anticipating key points and details
- f) Noting the type of lecture or academic discussion
- g) Following repeated vocabulary to understand main ideas
- h) The conclusion
- i) Answer Choice Traps

2) Detail Questions

- a) Familiarity with the different types of detail questions
- b) Identifying main ideas
- c) Focusing on important details
- d) Using turns in conversation
- e) Relating details to the main idea
- f) Listening for key words
- g) Answer Choice Traps

3) Tone Questions

- a) Being prepared to make an inference about the speaker's attitude
- b) Using context as a clue
- c) Listening for key words
- d) Listening for intonation
- e) Familiarity with the possible answer choices
- f) Paying attention to changes in attitude
- g) Answer Choice Traps

Class #4

I. Listening (contd.)

C) Question Types / Strategies (contd.)

4) Purpose Questions

- a) Understanding the main idea
- b) Recognizing the kind of passage
- c) Placing the lecture in a broader context
- d) Being prepared to identify the purpose
- e) Answer Choice Traps

5) Rhetorical Questions

- a) Being prepared to infer
- b) Paying attention to context
- c) Recognizing attitudes
- d) Distinguishing between rhetorical and interrogative questions
- e) Paying attention to stress and intonation
- f) Answer Choice Traps

6) Content Relationship Questions

- a) Listen actively
- b) Take notes on major points
- c) Pay attention to sequencing
- d) Paying attention to categorization / multiple details
- e) Being prepared to infer

7) Inference Questions

- a) Listening actively
- b) Thinking critically about details
- c) Using context to infer correctly
- d) Recognizing and using idioms
- e) Thinking about details together
- f) Answer Choice Traps

Class #5

III. Speaking

A) General Speaking Strategies

- 1) Organizing thoughts and speech
- 2) Usage of vocabulary
- 3) Varying sentence structure
- 4) Using cohesive devices
- 5) Using transitions
- 6) Being concise
- 7) How to use idioms
- 8) Pronunciation
- 9) Pacing
- 10) Grouping words
- 11) Linking sentences

B) Integrated Speaking Strategies

- 1) Paraphrasing
- 2) Basic organization
- 3) Finding the main idea
- 4) Connecting details to the main idea

C) Question Types / Strategies

1) Independent Description

- a) Being prepared to describe a person, place, thing or activity
- b) Focusing your answers and identifying specific nouns
- c) Organizing your ideas before you speak
- d) Using concrete imagery
- e) Describing more than just appearance
- f) Using actions and events
- g) Using metaphors and similes
- h) Avoiding being emotional
- i) Being logical but subjective

2) Independent Opinion

- a) Being familiar with possible topics
- b) Organizing your ideas before you speak

- c) Giving a clear, definite opinion
- d) Using recognizable language
- e) Organizing your reasons with cohesive devices

Class #6

III. Speaking (contd.)

C) Questions Types / Strategies (contd.)

3) Reading and Conversation Integrated

- a) Being familiar with possible topics and related vocabulary
- b) Taking notes on only key points
- c) Putting notes on each speaker in separate columns
- d) Focusing on the speaker with a clear opinion
- e) Being prepared to infer meanings

4) Reading and Lecture Integrated

- a) Focusing on main concepts
- b) Paying attention to comparison and contrast
- c) Noting any details unique to the concept
- d) Listening actively for connections to the reading
- e) Fragmented note taking
- f) Organizing your response as a paragraph
- g) Varying your expressions
- h) Using the present tense for facts

5) Conversation and Opinion Integrated

- a) Being familiar with problems of college and university students
- b) The organization of a conversation
- c) Focusing on the speaker with the problem
- d) Recording options and reactions
- e) Being prepared to infer
- f) Understanding sarcasm
- g) Explaining agreement or disagreement
- h) Adding your own idea

6) Lecture

- a) Listening actively
- b) The basic organization of a lecture

- c) Using introductions and organization to anticipate key points
- d) How to take notes
- e) Organizing your summary as a paragraph

Class #7

IV. Writing

A) General Writing Strategies

B) Question Types / Strategies

1) Reading and Listening

- a) The different types of arguments and discussions
- b) Active reading
- c) Note taking
- d) Inferring meaning
- e) Type of passage
- f) Identifying main ideas and purpose
- g) Paying attention to the specific degree of contrast
- h) Paraphrasing while taking notes
- i) Listening for any new or altered definitions
- j) Connecting details to the main idea
- k) Paying attention to the essay prompt
- l) Organizing your summary as a comparison
- m) Paraphrasing rather than quoting main ideas
- n) Using the present tense
- o) Writing brief introductions and conclusions
- p) Focusing on body paragraphs

2) Independent Essay

- a) Being familiar with basic essay organization
- b) Understanding the difference between opinion and preference
- c) The conditional
- d) Deciding if the question asks for an opinion or preference
- e) Generating ideas for both sides of the discussion or argument

- f) Thinking of organization right away
- g) Choosing the idea with the best support
- h) Organizing your notes
- i) The thesis
- j) The introduction
- k) The body paragraphs
- l) The conclusion