

Weekly Point Sheet Instructions

Every day you fill in the points for the items you do (according to the specific instructions below). When you get anything back from the professor, it may have plus or minus points which you then will fill in next to the points you gave yourself. The sheet for the previous week is due on Tuesday of the next week, after you have received your Friday assignments back and filled in the point adjustments. Some of the items are filled in by the teacher in class, or the teacher may instruct you to fill them in, so be sure to bring the sheet with you to class, and to all appointments. Note that not every blank can be filled every day, but most can be.

Specific Instructions

Attendance

Give yourself 5 points for every day you come to class. Subtract a point for every 5 minutes you are late.

Pronunciation

Give yourself 5 points if you spent at least 5 minutes reading the text or the sentences of some drills out loud TO A PARTNER or teacher who listens for your pronunciation and gives suggestions for improvement.

Text 8 Times

Give yourself 15 points once you have carefully read through/worked through the basic text at least 8 times, in preparation for the Cloze quiz. You may take these points only once per AK unit. There should be clear evidence that you have improved in your ability to understand and remember the text each time. If you take these points, and then the teacher discovers that you have no idea what the text says, you don't seem to know the vocabulary of text, and you consequentially do poorly on the Cloze quiz, he may remove some or all of these points.

EA Study

Give yourself 5 points if you spent at least 15 minutes working with the colloquial materials that are going to be covered the next day: learning vocabulary, watching the colloquial sections of the AK DVD, speaking with a partner outside of preparing for your speaking appointment.

AB/AK Study

Give yourself 5 points if you spent at least 15 minutes working with the FusHa materials that are going to be covered the next day: learning and memorizing vocabulary, working on grammar principles, studying outside of the assigned drill homework.

Quizzes

These will be the scores of all quizzes you take that day. Label the quiz on the first line (write small and neat: AK1 Vocab, AK3 Cloze, EA2 Vocab, etc.) and record your score on the second line. Most quizzes will be worth 10 points.

Drills

Give yourself 5 points for each drill you complete that was assigned for that day. Label drill on first line (i.e. AK2 #2) and put the points on the second line. To complete a drill you must write the drill and hand it in, indicating (if you used the computer and

did not write it) how you finished it. To receive credit for the drill, you must finish any you do not write either on the computer or with a partner. If you just do it in your head, it doesn't count. There should be notations of any words you didn't understand or any items you didn't know how to do, or just general questions about the homework or Arabic in general. The teacher will hand back the homework with answers to those questions and feedback that you should take note of and improve upon. The teacher may add or subtract. You will likely receive extra points if you do a good job writing out all the items, for example. You may 'make up' drills that are not finished the day they are assigned within two days of that time, but not thereafter.

Class Bonus

Your teacher will tell you when to fill this out. It will be awarded to the whole class (usually 5 points, sometimes more) when the class went really well, everyone was prepared, everyone participated, no one was disruptive, everything just worked. Likewise, the whole class or individual students can receive negative points on this section for truly disruptive behavior.

Speaking Appointment

Take your sheet to your speaking appointment and the teacher will give you points. There will typically be up to 50 points available for each appointment, and they will be based on your preparation and performance during the appointment. Anything over 40 means something special, so don't expect 50 unless you REALLY wow the teacher.

Important

- At the end of the day, total your points (remembering to add and subtract the 'extras') and write it in the daily total slot.
- At the end of the week (on Monday night, after you have recorded any + or - points from the Friday assignments) total up the daily totals, add in the writing and speaking assignment points, and put the grand total at the top.
- Turn in the sheet with your name on Tuesday.
- If it is a short week, and one of the days is missing, leave it blank. You should have one day filled out to correspond to every day in class.
- 'Monday' counts as everything you do from after class on Monday till class time on Tuesday, etc. 'Friday' refers to everything you do after class on Friday until class time on Monday. Start a new sheet after class every Monday.
- Note that it may be impossible to finish EVERYTHING on the sheet for a particular day. You are responsible to choose the items that you believe will be most beneficial. However, you should also make a real effort to do a wide variety of activities every day, and to finish all you can.