

MATERIAL COVERED

The Communications 11 course is divided into four main sections:

Mechanics

- Spelling
- Run-ons and Sentence Errors
- Usage and Sentence Errors

Reading

- Brainstorming
- Personal Responses to Short Stories
- Personal Responses to Poetry
- Extracting Information from Readings

Writing

- Paragraph Writing
- Essay Outlining
- Essay Writing

Novel Study

- Novel Study

TEXTBOOK

The course uses the following texts:

Reading and Writing for Success

ISBN 0-7747-0197-8

Sightlines 10

ISBN 0-13-082171-3

Imprints 11 Anthology, Vol 1

ISBN 0-7715-09413

Of Mice and Men

The Crucible

GRADING

This course works on a mastery system. You must pass the mastery tests in each unit to the 80% level before you can go on. In addition, there are cumulative tests from time to time. These are tests you can take only once, so studying before them is essential to do well. Your final mark for the course is based 60% on mastery tests and 40% on cumulative tests.

GOAL

The goal of this unit is to increase your skills at avoiding common spelling errors.

OBJECTIVES

While completing this unit you will practice identifying and fixing problems with:

- *ie* or *ei* spellings
- singular and plural nouns and verbs
- dropping the final *e* when adding a suffix
- doubling the final consonant when adding a suffix
- changing *y* to *i* when adding a suffix
- adding *ly* to words that end in *l*
- doubling the *s* when adding prefixes like *dis* or *mis*

WHAT TO DO IN THIS UNIT

- Ask your teacher for the Unit 1 Worksheet.
- Complete each of the sections in the Unit 1 Worksheet.
- When you are ready, ask your teacher for the Unit 1 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

GOAL

The goal of this unit is to increase your skills at avoiding common sentence errors.

OBJECTIVES

While completing this unit you will practice identifying and fixing problems with:

- Run-on sentences.
- Sentence fragments.
- Semicolons
- Coordinating conjunctions
- Subordinate conjunctions

WHAT TO DO IN THIS UNIT

- This unit uses the textbook *Reading and Writing for Success*.
- Ask your teacher for the Unit 2 Worksheet, then read pp. 194-198 on how sentences work.
- Read the examples for Error #1 on p.198, and do the practice questions in the textbook.
- Read the examples for Error #2 on p.199, and do the practice questions in the textbook.
- When you are ready, ask your teacher for the Unit 2 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

GOAL

The goal of this unit is to increase your skills at avoiding seven other common grammar errors.

OBJECTIVES

While completing this unit you will practice identifying and fixing problems with:

- Vague pronoun references
- Wrong pronouns in number, gender, or person
- Wrong pronouns in function
- Subject/Verb disagreement
- Subject/Verb disagreement with compound subjects
- Subject/Verb disagreement when information separates them
- Using the wrong modifier

WHAT TO DO IN THIS UNIT

- **It is highly recommended that students start to read their choice of novel for the course during this unit, so as to complete the course in a timely fashion. Please see your teacher regarding your novel and Unit 11 Novel Study Questions.**
- This unit uses the textbook *Reading and Writing for Success*.
- Ask your teacher for the Unit 3 Worksheet, then reread pp. 194-198 on how sentences work.
- Read the examples for Error #4 on p.202, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- Read the examples for Error #5 on p.203, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- Read the examples for Error #6 on p.205, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- Read the examples for Error #7 on p.207, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- Read the examples for Error #8 on p.208, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- Read the examples for Error #9 on p.209, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- Read the examples for Error #10 on p.210, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- When you are ready, ask your teacher for the Unit 3 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.
- Go over your work from Units 1-3 in preparation for Cumulative Test #1. When you are ready to write it, ask your teacher. Remember, this test is one chance only, so do your best.

GOAL

The goal of this unit is to improve your skills at extracting relevant information from written texts, including their content, organization, and bias. Additionally, you will have the opportunity to assess short stories and poetry for completeness, accuracy, currency, relevance, balance of perspectives, and bias.

OBJECTIVES

While completing this unit you will investigate the following topics and practice working with

- visual methods of organizing information
- what features a typical news article has
- what information a news article contains and how the information is organized
- what the term slant means, and how to identify it in a news article
- utilizing 5 W + H method of extracting information in short stories and poetry
- assessing what you have read.

WHAT TO DO IN THIS UNIT

- This unit uses the textbooks *Reading and Writing for Success* and *Imprints 11*.
- Ask your teacher for the Unit 4 Worksheet.
- Read pages 70–71 in *Reading and Writing for Success*. Familiarize yourself with the bold terms on page 71. You might want to write them down for future reference.
- Read pages 72–77 in *Reading and Writing for Success*. Do the Writing Analysis at the bottom of page 76.
- Read pages 78–80 in *Reading and Writing for Success*, and do the assignment, *Seeing the Slant* on page 80.
- Do the work in the Unit 4 Worksheet.

- When you are ready, ask your teacher for the Unit 4 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

GOAL

The goal of this unit is to increase your skills with reading and understanding short stories.

OBJECTIVES

While completing this unit you will investigate the following topics and practice working with

- the elements of a short story
- how to summarize the elements of a short story
- how to use a response journal while reading a short story
- how to write literary responses to the short story selections you have read
- how to make a character web

WHAT TO DO IN THIS UNIT

- This unit uses the textbooks *Reading and Writing for Success*, and *Imprints 11*.
- Ask your teacher for the Unit 5 Worksheet.
- In *Reading and Writing for Success*, read pages 12-29. Do the Response Journal assignment found on page 26 and the Summary assignment found on page 29.
- In the Unit 5 Worksheet, follow the instructions there and hand your worksheet in for feedback from your teacher.
- When you are ready, ask your teacher for the Unit 5 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

GOAL

The goal of this unit is to increase your skills with reading, analyzing and understanding poetry.

OBJECTIVES

While completing this unit you will investigate the following topics and practice working with

- how to read a poem
- how to write a response to a poem
- how to recognize the elements of poetry
- how to recognize and understand poetic terms
- Utilizing 5 W + H method of extracting information in poetry

WHAT TO DO IN THIS UNIT

- This unit uses the textbook *Reading and Writing for Success and Imprints 11*.
- Ask your teacher for the Unit 6 Worksheet.
- In *Reading and Writing for Success*, read pages 30-39. Do the assignments found throughout this section.
- Complete the work in the Unit 6 Worksheet.
- When you are ready, ask your teacher for the Unit 6 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

GOAL

The goal of this unit is to locate and select appropriate information and then to create original presentations of this information in a variety of formats.

OBJECTIVES

While completing this unit you will investigate the following topics and practice working with

- reading and writing memos
- creating clear written and visual presentations using a variety of techniques
- using a variety of organizational structures to enhance written and visual communications
- locating, accessing, and selecting the appropriate information from both print and non-print resources

WHAT TO DO IN THIS UNIT

- This unit does not require a textbook.
- Ask your teacher for the Unit 7 Worksheet.
- Complete the work on the Unit 7 Worksheet.
- When you are ready, ask your teacher for the Unit 7 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

- Go over your work from Units 4-7 in preparation for Cumulative Test #2. When you are ready to write it, ask your teacher. Remember, this test is one chance only, so do your best.

GOAL

The goal of this unit is to increase your skills with paragraph writing.

OBJECTIVES

While completing this unit you will investigate the following topics and practice working with

- the structure of a paragraph
- using a plan to help you write a paragraph
- identifying the form and purpose of a paragraph
- paragraph styles for different purposes

WHAT TO DO IN THIS UNIT

- This unit uses the textbook *Reading and Writing for Success*.
- Ask your teacher for the Unit 8 Worksheet.
- Read pages 140-143 in the textbook. Be sure to follow the notes in the margin on pages 142-143 of the sample paragraphs.
- Read pages 144-147 in the textbook.
- Do the work in the Unit 8 Worksheet. Be sure to hand in the assignments so your teacher may mark them and give you feedback on your paragraph writing.
- When you are ready, ask your teacher for the Unit 8 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

GOAL

The goal of this unit is to increase your skills with creating essay outlines.

OBJECTIVES

While completing this unit you will investigate the following topics and practice working with

- the elements of a five paragraph essay
- how to develop and defend a point of view for an essay
- how to plan an essay so it suits a particular audience or purpose
- using an outline to help you write an essay

WHAT TO DO IN THIS UNIT

- This unit uses the textbook *Reading and Writing for Success*.
- Ask your teacher for the Unit 9 Worksheet.
- In *Reading and Writing for Success*, read pp.150–159.
- Do the work in the Unit 9 worksheet. This will count as your Unit 9 Test, so be sure to do a good job on it.

- When you are ready, ask your teacher for the Unit 9 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

GOAL

The goal of this unit is to increase your skills with writing a basic five paragraph essay.

OBJECTIVES

While completing this unit you will investigate the following topics and practice working with

- writing an essay from an outline you have prepared

WHAT TO DO IN THIS UNIT

- This unit uses the textbooks *Reading and Writing for Success*, and *Sightlines 10*.
- There is no Unit 10 Worksheet.
- In *Reading and Writing for Success*, re-read pages 158–159.
- Ask your teacher for the Unit 10 Test. Choose an essay outline you prepared in Unit 9 or prepare a new outline on a topic you have your teacher's permission to write about, and write a proper five paragraph essay. Be sure to follow the checklist there before stapling it to the front of your essay, and handing it in for marking.
- Remember, plagiarism is considered cheating and will result in a mark of zero for the test!
- Go over your work from Units 8–10 in preparation for Cumulative Test #3. When you are ready to write it, ask your teacher. Remember, this test is one chance only, so do your best.

GOAL

The goal of this unit is to increase your skills with reading, analysing and understanding a novel.

OBJECTIVES

While completing this unit you will investigate the following topics and practice working with

- reading a work of fiction
- analysing what you have read
- gaining a better understanding of what you read

WHAT TO DO IN THIS UNIT

- This unit uses *either Of Mice and Men or The Crucible*. Ask your teacher for the one you wish to read.
- Ask your teacher for the Unit 11 Worksheet which accompanies the novel you chose. The worksheet will count as your test for Unit 11, so do a good job on the questions
- Ask your teacher for Cumulative #4, which is an essay on the novel you read. Remember, this essay may only be submitted once, so do your best on it.
- **Congratulations on finishing Communications 11!**