

MATERIAL COVERED

The Communications 12 course is divided into five main sections:

Mechanics

- Spelling and Vocabulary Development
- Usage Errors
- Common Sentence Errors
- Common Punctuation Errors

Writing

- Writing Paragraphs
- Brainstorming and Outlining
- Writing Essays

Reading

- Literary Terms
- Prose
- Poetry
- Non-Fiction

Novel Study

- Novel Study

Visual Design and Technical Writing

- Visual Design
- Technical Writing

TEXTBOOK

The course uses the following texts:

Reading and Writing for Success

ISBN 0-7747-0197-8

Imprints 12

ISBN 0-7715-0947-2

April Raintree, Beatrice Culleton Mosionier

The Maltese Falcon, Dashiell Hammett

The Old Man and the Sea, Ernest Hemingway

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.

Students are reminded that this is a provincially examinable course. The mark you receive from your teacher counts for only 60% of your final mark for the course. The other 40% comes from the provincial exam you must write. Be sure to ask your teacher for a practice provincial exam that you can write and mark, before you write the real thing.

GOAL

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

OBJECTIVES

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

- *ie* or *ei* spellings
- Commonly misspelled words
- Confusing words
- Pluralizing words
- Vocabulary development

WHAT TO DO IN THIS UNIT

- This unit uses *Reading and Writing for Success*, and a dictionary as the textbooks.
- Ask your teacher for the Unit 1 Worksheet and complete each of the sections there.
- 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 usage errors.

OBJECTIVES

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

- Pronoun errors
- Subject-verb agreement
- Modifier errors
- Faulty parallelism

WHAT TO DO IN THIS UNIT

- There is no textbook required for this unit. All reading and work is on the worksheet.
- Ask your teacher for the Unit 2 Worksheet and complete each of the sections there.
- 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 other common sentence errors.

OBJECTIVES

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

- Sentence fragments
- Run-on sentences
- Sentence combining
- Summarizing

WHAT TO DO IN THIS UNIT

- There is no textbook required for this unit. All reading and work is on the worksheet.
- Ask your teacher for the Unit 3 Worksheet and complete each of the sections there.
- 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.

GOAL

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

OBJECTIVES

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

- Comma errors
- Apostrophe errors
- Capitalization errors
- Title punctuation
- Semicolons

WHAT TO DO IN THIS UNIT

- This unit uses the textbook *Reading and Writing for Success*.
- Ask your teacher for the Unit 4 Worksheet and complete each of the sections there.
- 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.
- Go over your work from Units 1–4 in preparation for Cumulative Test #1. When you are ready to write it, ask your teacher. Remember, this test can only be taken once, so do your best.

GOAL

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

OBJECTIVES

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

- Paragraph structure
- Paragraph styles, such as expository, persuasive, and narrative paragraphs
- Suitable methods of development for each of the paragraph styles
- Using transition words to make your paragraphs more effective

WHAT TO DO IN THIS UNIT

- This unit uses *Reading and Writing for Success* as the textbook.
- Ask your teacher for the Unit 5 Worksheet and complete each of the sections there.
- 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 brainstorming and creating outlines.

OBJECTIVES

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

- Brainstorming
- Organizing brainstorming ideas into an outline for a five paragraph essay
- Writing thesis statements
- 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* and web resources listed in the worksheet.
- Ask your teacher for the Unit 6 Worksheet and do the work in each section there.
- **This will count as your Unit 6 test**, so be sure to do a good job on it.

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 a proper five paragraph essay from an outline you have prepared.

WHAT TO DO IN THIS UNIT

- This unit uses the textbook *Reading and Writing for Success*.
- Re-read pp.158-159 in the textbook.
- Choose **one** of the essay outlines you prepared in Unit 6 or prepare a new outline on a topic you have your teacher's permission to write about, and write a proper five paragraph essay. Hand this in so your teacher can give you feedback on your work.
- Once you have received feedback on your first essay, ask your teacher for the Unit 7 Test and follow the instructions there. Be sure to use the worksheet checklist, then staple your essay to the back of the test and hand 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 5–7 in preparation for Cumulative Test #2. When you are ready to write it, ask your teacher. Remember, this test can only be taken once, so do your best.

GOAL

The goal of this unit is to increase your understanding of common literary terms.

OBJECTIVES

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

- Understanding the definition of selected literary terms
- How to use literary terms in their context
- How to identify these terms and their use in literature

WHAT TO DO IN THIS UNIT

- This unit uses the Internet, a glossary or dictionary of literary terms as the reference source.
- Ask your teacher for the Unit 8 Worksheet and do the work in each section there.

- 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 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 describe the plot and characters of a short story

WHAT TO DO IN THIS UNIT

- This unit uses the textbooks *Reading and Writing for Success*, and *Imprints 12*.
- Ask your teacher for the Unit 8 Worksheet and do the work in each section there.

- 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 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.

WHAT TO DO IN THIS UNIT

- This unit uses the textbooks *Reading and Writing for Success*, and *Imprints 12*.
- Ask your teacher for the Unit 10 Worksheet and do the work in each section there.
- In *Reading and Writing for Success*, read pp.30-39. Do the assignments found throughout this section.

- When you are ready, ask your teacher for the Unit 10 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 non-fiction.

OBJECTIVES

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

- How to read non-fiction
- How to read for better comprehension
- How to recognize the elements of style
- How to recognize bias, synthesis and conclusions
- How to write a response to non-fiction

WHAT TO DO IN THIS UNIT

- This unit uses the textbooks *Reading and Writing for Success*, and *Imprints 12*.
- Ask your teacher for the Unit 11 Worksheet.
- In *Reading and Writing for Success*, read pp.82–93 and do the assignments found throughout this section.
- Complete the work in the Unit 11 Worksheet.

- When you are ready, ask your teacher for the Unit 11 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.

- Go over your work from Units 8–11 in preparation for Cumulative Test #3. When you are ready to write it, ask your teacher. Remember, this test can only be taken once, so do your best.

GOAL

The goal of this unit is to increase your skills with reading, analyzing 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

- You have a choice of three novels in this unit: *April Raintree*, *The Maltese Falcon*, or *The Old Man and the Sea*.
- Choose the one you would like to read.
- Ask your teacher for the Unit 12 Worksheet which accompanies the novel you chose. The worksheet will count as your test for Unit 12, so do a good job on the questions.

GOAL

The goal of this unit is to increase your skills with creating effective, appealing visual designs.

OBJECTIVES

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

- Understanding how to organize the information that is to be conveyed, taking in to account content, audience, and purpose
- Applying whitespace, balance, parallel structure, and appropriate graphics
- Creating posters, hand-outs, newspaper ads, schedules, and agendas.

WHAT TO DO IN THIS UNIT

- This unit uses *Reading and Writing for Success* as the textbook.
- Ask your teacher for the Unit 13 Worksheet and do the work in each section there.
- When you are ready, ask your teacher for the Unit 13 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 formatting and writing personal and business letters.

OBJECTIVES

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

- Writing a letter of application
- Writing a letter of complaint
- Writing a letter of inquiry or request
- Writing a thank-you letter or letter of appreciation
- Writing a letter of congratulations
- Writing a letter of condolence
- Writing a letter of invitation

WHAT TO DO IN THIS UNIT

- Ask your teacher for the Unit 14 Worksheet.
- Do the work in the worksheet, being sure to learn the block format for business letters. It is the easiest format to remember (and the one most widely used in business today). When you write the Provincial Exam, you will be marked on whether or not you follow this format in the letter you have to write there.
- Ask your teacher for Cumulative #5. In it, you will write an actual practice Provincial Exam which will count for marks in this course.
- **Congratulations on finishing Communications 12!**
- **Remember, though, there is still the Provincial Exam to write. It counts for 40% of your course mark. Ask your teacher when the next sitting is.**