

MATERIAL COVERED

The Communications 11 course is divided into four main sections:

Mechanics

- Spelling
- Common Grammar Errors Part I
- Common Grammar Errors Part II

Writing

- Paragraph Writing
- Résumé & Cover Letter
- Essay Outlining
- The Basic Five Paragraph Essay

Reading

- Analysing News Articles
- Short Stories
- Poetry

Novel Study

- Novel Study Essay

TEXTBOOK

The course uses the following texts:

Reading and Writing for Success

ISBN 0-7747-0197-8

Sightlines 10

ISBN 0-13-082171-3

Inside Stories I

ISBN 0-7747-1271-6

Flowers for Algernon

ISBN 0-553-27450-3

The Wave

ISBN 0-440-99371-7

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
- 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 five common grammar errors.

OBJECTIVES

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

- Run-on sentences.
- Sentence fragments.
- Sentences with too many or too few commas.
- Vague pronoun references.
- Wrong pronouns in number, gender or person.

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, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- Read the examples for Error #2 on p.199, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- Read the examples for Error #3 on p.200, do the practice questions in the textbook, then the additional practice questions on the worksheet.
- 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.

- 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 another five common grammar errors.

OBJECTIVES

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

- Using the wrong pronoun.
- 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

- 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 #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 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 4 Worksheet.
- Read pp. 140-143 in the textbook. Be sure to follow the notes in the margin on pp.142-143 of the sample paragraphs.
- Read pp.144-147 in the textbook.
- Do the work in the Unit 4 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 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 creating a résumé and cover letter.

OBJECTIVES

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

- gathering information needed to write a résumé
- organizing the information into an attractive, accurate package
- composing and formatting a cover letter applying for a specific job

WHAT TO DO IN THIS UNIT

- This unit uses the textbook *Reading and Writing for Success*.
- Read pp.170-173 in *Reading and Writing for Success*. Be sure to follow the checklist on p.173 to check your own résumé.
- Read pp.174-176 in *Reading and Writing for Success*. Find a job advertisement you would be interested in and write a letter of application for that job. Be sure to follow the checklist on p.176.
- Hand your résumé and cover letter in for marking. They will count as your Unit 5 test, so be sure to do a good job on them.

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 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 6 Worksheet.
- Read pp.150-159 in the textbook.
- Do the work in the Unit 6 worksheet. 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 an 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 an essay outline 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. Ask your teacher for the Unit 7 Test. 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 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 analysing news articles for the features they contain, their organization, and bias.

OBJECTIVES

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

- 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.

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 pp.70-71. Be sure you know the bold terms on p.71.
- Read pp.72-77. Be sure you know the checklist on p.77. Do the *Writing Analysis* at the bottom of p.76.
- Read pp.78–81, and do the assignment, *Seeing the Slant* on p.80.
- Do the assignments in the Unit 8 Worksheet.

- 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 use a response journal while reading a short story.
- how to make a character web.

WHAT TO DO IN THIS UNIT

- This unit uses the textbooks *Reading and Writing for Success*, and *Inside Stories I*.
- Ask your teacher for the Unit 9 Worksheet.
- In *Reading and Writing for Success*, read pp.12-29. Do the Response Journal assignment found on p.26 and the Summary assignment found on p.29.
- In the Unit 9 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 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, analysing 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 *Sightlines 10*.
- Ask your teacher for the Unit 10 Worksheet.
- In *Reading and Writing for Success*, read pp.30-39. Do the assignments found throughout this section.
- Complete the work in the Unit 10 Worksheet.

- 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.

- 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* *Flowers for Algernon* **or** *The Wave*. 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!**