

# Communications 11

# Progress Chart

Name:

Start Date:

✓	Unit	Material Covered	A	B	C	Avg %	Date
	1	Spelling					
	2	Common Grammar Errors Part I					
	3	Common Grammar Errors Part II					
	Mechanics - Cumulative #1						
	4	Paragraph Writing					
	5	Writing a Résumé and Cover Letter					
	6	Essay Outlines					
	7	Basic Five Paragraph Essay					
	Writing - Cumulative #2						
	8	Analysing News Articles					
	9	Short Stories					
	10	Poetry					
	Reading - Cumulative #3						
	11	Novel Study Questions - Flowers for Algernon					
		<b>or</b>					
		Novel Study Questions - The Wave					
	Novel Study Essay - Cumulative #4						
	<b>Final Course Grade</b>						

Grade Calculation	Score	Out of	Weight	Equals
Unit tests		1100	x 60%	
Cumulative tests		400	X 40%	
			Final %	