

MATERIAL COVERED

The Communications 12 course is divided into four main sections:

Mechanics

- Common Spelling Errors
- Common Sentence Errors Part I
- Common Sentence Errors Part II

Writing

- Writing Paragraphs
- Writing Personal and Business Letters
- Outlining a Basic Five Paragraph Essay
- Writing a Basic Five Paragraph Essay

Reading

- Short Stories
- Poetry

Novel Study

- Novel Study
- Writing an Essay

TEXTBOOK

The course uses the following texts:

Reading and Writing for Success

ISBN 0-7747-0197-8

Passages 12

ISBN 0-7715-0958-8

Cannery Row

ISBN 0-14-017738-8

The Giver

ISBN 0-440-023768-8

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.

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*
- pluralizing nouns

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 sentence errors.

OBJECTIVES

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

- Run-on sentences
- Sentence fragments
- Comma errors
- Vague pronoun references
- Wrong pronoun – number, gender or person

WHAT TO DO IN THIS UNIT

- Ask your teacher for the Unit 2 Worksheet.
- Read the examples for Run-On Sentences in Part 1, then do the practice which follows.
- Read the examples for Sentence Fragments in Part 2, then do the practice which follows.
- Read the examples for Comma Errors in Part 3, then do the practice which follows.
- Read the examples for Vague Pronouns in Part 4, then do the practice which follows.
- Read the examples for Wrong Pronouns in Part 5, then do the practice which follows.

- 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 sentence errors.

OBJECTIVES

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

- Wrong pronouns – function
- Subject/Verb disagreement
- Subject/Verb disagreement – compound subjects
- Subject/Verb disagreement – when information separates them
- Using the wrong modifier

WHAT TO DO IN THIS UNIT

- Ask your teacher for the Unit 3 Worksheet.
- Read the examples for Wrong Pronouns in Part 6, then do the practice which follows.
- Read the examples for Subject/Verb Disagreement in Part 7, then do the practice which follows.
- Read the examples for Subject/Verb Disagreement in Part 8, then do the practice which follows.
- Read the examples for Subject/Verb Disagreement in Part 9, then do the practice which follows.
- Read the examples for Wrong Pronouns in Part 10, then do the practice which follows.

- 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 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 5 Worksheet.
- Do the work in the Unit 5 Worksheet. Be sure to learn the block format for business letters as explained in the worksheet. 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 are asked to write as part of the exam.
- 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 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 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 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. 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 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 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 *Passages 12*.
- Ask your teacher for the Unit 8 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 8 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 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, 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 *Passages 12*.
- Ask your teacher for the Unit 9 Worksheet.
- In *Reading and Writing for Success*, read pp.30-39. Do the assignments found throughout this section.
- Complete the work in the Unit 9 Worksheet.

- 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.

- Go over your work from Units 8-9 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** *Cannery Row* **or** *The Giver*. Ask your teacher for the Unit 10 Worksheet which accompanies the novel you chose. The worksheet will count as your test for Unit 10, so do a good job on the questions
- Ask your teacher for Cumulative #4, which is an essay on the novel you chose to read. Remember, this essay may only be submitted once, so do your best on it.
- **Congratulations on finishing Communications 12!**
- **Remember, though, there is still the Provincial Exam to write. It counts for 40% of your course mark. Be sure to ask for the practice Provincial Exam to write so you know what to expect.**