Southington Public Schools
Curriculum Map

Subject: English Language Arts   **Grade:** 12 (One Semester)

UNIT TITLE	**#1** College Preparatory Technical Writing
CONTENT	• Building Your Technical Writing Toolbox
STATE STANDARDS	**IIIB** Students prepare, publish and/or present work appropriate to audience, purpose and task. **IVB** Students speak and write using standard language structures and diction appropriate to audience and task. **IVC** Students use Standard English for composing and revising written text.
ASSESSMENT	**PERFORMANCE TASK** **Unit 1 Analyzing Communications** • Direction writing **Unit 2 Formatting Corporate Communications** • Activity Packet **Unit 3 College Essay** • College Essay **Unit 4 Problem Solving Method** • Letter or speech to the Board of Education recommending solution to problem **Unit 5 Resume Writing** • Resume, Cover Letter, Follow up Thank you letter **Unit 6 Business Ethics** • Ethical stance – position paper **Unit 7 Assembly Writing** • Create a Learning Exercise – create an item and write directions **Unit 8 Patent Writing** • Outline the basic components of a patent

ASSESSMENT	<u>**OTHER EVIDENCE**</u> Unit 1 – Analyzing Communications Unit 2 – Formatting Corporate Communications Unit 3 – College Essay Unit 4 – Problem Solving Method Unit 5 – Resume Writing Unit 6 – Business Ethics Unit 7 – Assembly Writing Unit 8 – Patent Writing
SKILLS	*Students will be able to…* • determine purpose, point of view and audience, and choose an appropriate written, oral or visual format. • apply the most effective processes to create and present a written, oral or visual piece. • revise texts for organization, elaboration, fluency and clarity. • research information from multiple sources for a specific purpose. • publish and/or present final products in a myriad of ways, including the use of the arts and technology. • use sentence patterns typical of spoken and written language to produce text. • evaluate the impact of language as related to audience and purpose. • recognize the difference between Standard and nonstandard English and use language appropriately. (recognize the difference between technical and non-technical language, and use language appropriately) • demonstrate proficient use of proper mechanics, usage and spelling skills. • use resources for proofreading and editing.