

Course

Practical English 4A

Description of Target Group

This course is the first semester of a two-semester elective course designed for seniors planning to begin working immediately upon graduation or planning to enter technical or trade school.

Purpose

The purpose of Practical English 4A is to prepare students for real-life experiences with language, reading, writing, speaking, and listening. Students will write letters, memos, and other forms used in business and personal situations to express ideas or elicit information. Students will also do research using technology.

Prerequisites

Successful completion of English 3

Standards of Expected Student Achievement

Upon completion of this course, students will be able to successfully demonstrate the following skills:

Reading Skills

1. Demonstrate comprehension of an array of written works including news papers, magazines, research materials, nonfiction, movie reviews, biographies, personal correspondence, technical writing/instructional manuals, and information obtained from the Internet.
- 2) Examine and discuss these topics:
 - a) Current affairs/news
 - b) Politics
 - c) Opinions

Writing

- 1) Further develop writing skills, including the writing process.
- 2) Write the following:
 - a) Personal letters
 - b) Letter to the editor
 - c) Opinion/rationale essay
 - d) Argument/persuasion essay
 - e) Magazine article
 - f) Investigative reports-review MWAPA

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- g) Communication via Internet
- h) Book/film reviews

- 3) Write for a variety of audiences.
- 4) Evaluate own work as well as that of others.
- 5) Practice conventions of language.
- 6) Use vocabulary effectively.
- 7) Review usage and mechanics.

Speaking Skills

- 1) Present goals chart and multimedia presentation delineating steps of reaching goal.
- 2) Participate effectively in class discussion.
- 3) Participate in group presentation.
- 4) Defend a point of view.

Listening Skills

- 1) Listen to and follow oral directions.
- 2) Take notes from dictation and/or lectures and presentations.
- 3) Listen attentively to lectures.
- 4) Evaluate self and others on oral presentation/group participation.

Assessment

Student will demonstrate competence by:

- Completing written assignments utilizing the writing process.
- Passing teacher and text editor-designed tests.
- Competently editing peer work.
- Maintaining a writing portfolio.
- Giving presentations.
- Participating in group work.
- Being graded according to student and teacher designed rubrics.

Instructional Materials

- Newspapers/magazines
- Internet access
- Resume software/computer access
- Multimedia station access
- Refer to "Secondary Adopted Texts and Approved Supplementary Books Used in the Santa Maria Joint Union High School District."

Course

Practical English 4B

Description of Target Group

This course is the second semester of a two-semester elective course designed for seniors planning to begin working immediately upon graduation or planning to enter technical or trade school.

Purpose

The purpose of Practical English 4B is to prepare students for real-life experiences with language, reading, writing, speaking, and listening. Students will write letters, memos and other forms used in business and personal situations to express ideas or elicit information. Students will also do research using technology.

Prerequisites

Successful completion of English 3.

Standards of Expected Student Achievement

Upon completion of this course, students will be able to successfully demonstrate the following skills:

Reading Skills

- 1) Demonstrate comprehension of an array of written works including news papers, magazines, research materials, office correspondence, professional correspondence, technical writing/instructional manuals, and information obtained from the Internet.
- 2) Examine and discuss these topics:
 - a) Current affairs/news
 - b) Politics
 - c) Opinions

Writing

- 1) Further develop writing skills, including the writing process.
- 2) Write the following:
 - a) Business letters
 - b) Memos
 - c) Technical manuals/instructions
 - d) Letters of application
 - e) Job applications
 - f) Resume

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- g) Written interviews
- h) Investigative reports-review MWAPA methods
- i) Communication via Internet
- j) Proposal letter/letter of complaint
- 3) Write for a variety of audiences.
- 4) Evaluate own work as well as that of others.
- 5) Practice conventions of language.
- 6) Use vocabulary effectively.
- 7) Review usage and mechanics.

Speaking Skills

- 1) Present goals chart and multimedia presentation delineating steps of reaching goal.
- 2) Participate effectively in class discussion.
- 3) Participate in group presentation.
- 4) Defend a point of view.

Listening Skills

- 1) Listen to and follow oral directions.
- 2) Take notes from dictation and/or lectures and presentations.
- 3) Listen attentively to lectures.
- 4) Evaluate self and others on oral presentation/group participation.

Assessment

Student will demonstrate competence by:

- Completing written assignments utilizing the writing process.
- Passing teacher and text editor-designed tests.
- Competently editing peer work.
- Maintaining a writing portfolio.
- Giving presentations.
- Participating in group work.
- Being graded according to student and teacher designed rubrics.

Instructional Materials

- Newspapers/magazines
- Internet access
- Resume software/computer access
- Multimedia station access
- Refer to "Secondary Adopted Texts and Approved Supplementary Books used in the Santa Maria Joint Union High School District."

