

## **West Carroll Special School District Minimum Uniform Communication Expectations**

West Carroll Special School District has developed the following minimum requirements for formal written and oral assignments in order that students will know the standards expected by any teacher in the district. These are minimum requirements. If a teacher has additional expectations, these must be shared with students at the beginning of the year or semester.

Teachers of students at all grade levels will explain the difference between formal and informal communication to students. Teachers will inform students when they expect formal communication to be used. Students should also understand that formal communication is always acceptable in the school learning environment, but informal communication may not be.

### **Requirements for written language:**

1. Use complete sentences.
2. Begin sentences with a capital letter.
3. End sentences with the correct punctuation mark.
4. Indent paragraphs
5. Begin proper nouns and proper adjectives with a capital letter.
6. Always capitalize the word "I".
7. Do not use contractions.
8. Use homophones correctly.
  - a. *Their, There, and They're*
  - b. *Your and You're*
  - c. *To and Too*
9. Avoid the use of abbreviations. The use of acronyms may be acceptable if the acronym is used more commonly than is its antecedent (ex. NASA, FASFA, NATO).
10. Do not use slang.

### **Requirements for oral language:**

1. During class discussions, answer questions using complete sentences.
2. Speak loudly enough for the entire class to hear.
3. Observe the conventions of formal language. See items 7, 9, and 10 above.