



12 Applied Communications

2013-2014

Course Description:

APPLIED COMMUNICATIONS 12 continues to develop the skills emphasized in Applied Communications 11. Concentration will include communicating with co-workers and superiors and evaluating job performance. Specific employment skills regarding securing, upgrading, and changing jobs will be addressed. Additionally, traditional academic expectations in the areas of oral and written presentations will be required.

Course Content:

- Grammar
 - Parts of speech
 - Parts of the sentence
- Literature
 - Analysis of the novel and its structure
 - Author studies
- Writing
 - Format of the essay
 - Creative writing style
 - Daily journal writings
 - Writing in the workplace
 - Research writing
 - Technical Writing
 - Vocabulary
 - Introduction and utilization of new words
 - Incorporation of words in context

Required Textbooks and/or Other Reading/Research Materials

- British and World Literature for Life and Work, South-western Educational Publishing
- School to Work: A Student Handbook, Great Source Education Group
- The Art of Life, An Anthology of Literature about Life and Work, South-Western Educational Publishing
- Into the Widening World, John Loughery
- That was Then, This is Now, S.E. Hinton
- Starunner, S.E. Hinton
- Othello, Shakespeare
- Fallen Angles, Walter Dean Meyers
- Death of a Salesman, Arthur Miller
- The Wave, Todd Strasser

Course Requirements:

Several appropriate projects assigned with each unit must be completed according to the rubrics, and in addition, tests, quizzes and assignments must be successfully fulfilled. Three independent readings are required throughout the school year, in accordance with the Southern Lehigh English Department standards.

Grade Components/Assessments:

All quarterly grades will be calculated as expressed in the Southern Lehigh High School student handbook. Grades will be designated for assignments, tests, quizzes, preparation and participation. Formal essays will be graded using the analytical trait scale, which will determine the appropriate letter grade. Grades will be determined based on the following percentages, and ultimately converted into a letter grade.

- Homework: 10%
- Quizzes: 10%
- Writing: 30%
- Tests/Projects: 40%
- Participation: 10%

Each marking period is worth 20% of a student's overall grade. The midterm and final exam are each worth 10% of a student's overall average:

Quarter 1	20%
Quarter 2	20%
Midterm	10%
Quarter 3	20%
Quarter 4	20%
Final	10%

Required Summer Reading/Assignments:

There are no summer reading requirements for 12 Applied Communications.