

Course Title: Practical Writing
Credit / Hours: 1/2 credit

Board Approval Date: June, 2010

Course Description:

This course focuses on mastery of the PA Academic Standards for Reading, Writing, Speaking, and Listening. As students progress through this course they will participate in a systematic study of skills designed to improve the student's writing ability, with an emphasis on those skills which relate to the student's future employment and realistic lifetime writing situations. It is designed for students who plan employment or technical training/education immediately after high school. Students use examples and forms from occupational and technical fields. Writing exercises are intended to help students in three areas of writing: 1) the use of forms and formats, 2) the effective organization of information, and 3) the use of readable handwriting, acceptable grammar, punctuation, and spelling. Time will be spent on research and organizational skills that the student will need in order to be successful in a variety of real life situations.

Learning Activities / Modes of Assessment:

Reading Assignments
Writing Assignments
Large Group Instruction
Class Discussions
Quizzes
Research Paper
Homework
Tests

Instructional Resources:

The Practical Writer With Readings, (Harcourt Brace College Publishers, 1999)
Selections from LASD Approved Book List
Appropriate Internet Sites

Course Pacing Guide

Course: Practical Writing

Course Unit (Topic)	Length of Instruction
1. One-Paragraph Essays	12 days
2. Multi-Paragraph Essays	15 days
3. Research Paper	15 days
4. Previewing	3 days