

COMMUNICATIONS 12

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HOURS: Monday – Thursday:
10:00am-2:00pm and 5:00pm-9:00pm

The Learning Centre is closed Fridays and statutory and school holidays.

INTRODUCTION

Communications 12 is a senior-level English course which emphasizes basic skills and understanding in composition and literature. This course is intended for those who want to graduate and seek employment or job training. While Communications 12 satisfies the grade 12 English requirement for high school graduation, students planning to pursue further academic studies at the post-secondary level (college or university) should complete English 12.

PRESCRIBED LEARNING OUTCOMES

The following prescribed learning outcomes will be assessed throughout this course. It is expected that students will:

Comprehend and Respond:

- *choose appropriate strategies before, during and after reading, viewing, or listening for different purposes*
- *demonstrate the ability to use a variety of strategies for locating information in print and non-print resources*
- *assess prior knowledge of and experience with specific topics*
- *demonstrate the ability to record, organize, and store information they read, hear, or view*
- *interpret a variety of technical, literary, and workplace communications*
- *distinguish the different features of a variety of literary, technical, and business texts*
- *paraphrase the main ideas, events, or themes in a variety of literary, technical, business, and informational communications*
- *demonstrate the ability to adjust reading and viewing according to purpose, content, and context*
- *interpret details in and draw conclusions from information presented in a variety of print and graphic formats*
- *demonstrate the ability to connect their experiences and values to those reflected in Canadian and international literary and mass media works*
- *assess their knowledge and use of language in light of the requirements of workplace communications*
- *demonstrate the ability to support a position by citing specific details from what they have read, heard, or viewed*
- *assess the effectiveness of persuasive techniques*
- *assess information for completeness, accuracy, currency, relevance, balance of perspectives, and bias*
- *analyse different presentations of the same information to reconsider positions*
- *assess ways in which language reflects and influences values and behaviours*

Communicate Ideas and Information:

- *monitor spelling, grammar, mechanics, and syntax using appropriate techniques and resources as required, including electronic technology*
- *demonstrate awareness of how different word choices produce different effects*
- *use a variety of computer programs to create and edit their presentations*
- *demonstrate awareness of language conventions used in the workplace*
- *access and document information from a variety of resources to accomplish a particular purpose*
- *formulate and refine research questions*

- *demonstrate the ability to use language, visuals, and sounds to influence thought, emotions, and behaviour*
- *use a variety of techniques, including outlines, webs, flow charts, and diagrams to organize and communicate ideas*
- *evaluate their own and others' work to ensure appropriate content and language and to enhance quality*
- *organize information and ideas to clarify thinking and achieve desired effect*
- *demonstrate effective oral and representational skills to create or enhance communications*
- *demonstrate the ability to produce various communications, including documented research and business reports, multimedia presentations, debates, summaries, descriptions, explanations, instructions, letters, and narratives*
- *use a variety of tools and techniques to enhance the impact of presentations*
- *demonstrate a commitment to high-quality work when presenting ideas and information in a variety of school, community, and work contexts*
- *adjust presentations according to purpose, topic, and audience*

Self and Society:

- *assess their communication skills, interests, and attitudes in light of personal and career plans*
- *demonstrate awareness of the range of communication technologies and the impact these have on the workplace, their careers, and their lives*
- *demonstrate flexibility, responsibility, and commitment when working together*
- *apply various strategies, including consensus-building and formal decision-making techniques, to achieve common goals*
- *monitor their own and others' contributions, suggest new ideas, and build on others' strengths to achieve group goals*
- *communicate purposefully, confidently, and ethically in various interpersonal and electronic contexts, including the workplace*
- *demonstrate willingness to consider diverse, contrary, and innovative views*
- *describe ways in which language choice and tone may affect others emotionally*
- *demonstrate the ability to use language and texts to celebrate important occasions and accomplishments*

LEARNING RESOURCES

text: Breaking Through—A Canadian Literary Mosaic (Borovilos)

other: various selected readings

COMMUNICATIONS 12 at CLOC

Communications 12 at CLOC is a self-paced, self-directed course. You will be expected to work independently and to manage your time productively. If needed, individual help is available from an instructor at the Learning Centre.

UNITS OF STUDY

Unit 1: Language Skills

Unit 2: Composition

Unit 3: Literary Text

Unit 4: Informational Text

Unit 5: Communication Products – Business Letter

Unit 6: Communication Products – Visual Design

EVALUATION

Evaluation in Communications 12 includes assignments, tests, and a final exam.

- ONE REWRITE is available for each unit test.
- NO REWRITE is allowed for assignments that have been submitted and marked.
- NO REWRITE is allowed for the Final Exam

The tests and assignments will be weighted as follows:

Unit 1:	Language Skills	Test	5%
Unit 2:	Composition	Assignments	15%
	In-Class Essay	Test	5%
Unit 3:	Literary Text	Assignments	5%
	Literary Text	Test	5%
Unit 4:	Informational Text	Assignments	15%
	Informational Text	Test	5%
Unit 5:	Letters	Assignments	5%
	Letters	Test	2%
Unit 6:	Visual Design	Assignments	5%
	Visual Design	Test	3%
		FINAL EXAM	30%

PROVINCIAL EXAM

Communications 12 is a provincially-examinable course. If you require a provincial exam score or choose to write the provincial exam, see an instructor for more information regarding provincial exam dates, application procedures, preparation materials, etc.