

## Writing Class (080) A-1/CLB 1-2

### **Independent Study Requirement:**

Teachers will assign reading task to be done on independent study days. The teacher is in charge of type of task and monitoring method. Tasks are not used for movement to the next level. However, teachers will keep track for the independent study award given at the end of the semester. There will need to be time set aside in the class period after independent study day each week for teachers to check in with students regarding their independent study assigned task.

### **Goals:**

*(Overall proficiency that students will be able to achieve by the end of the course.)*

Students can produce basic texts about familiar information related to personal or academic needs.

“Basic texts” are those that:

- use simple words and phrases
- use a few simple sentences

### **Objectives**

*(Specific curricular elements taught through content and activities, including specific language functions and skills that assist students in achieving learning outcomes. Objectives serve as descriptive guides for day-to-day, in-class implementation. They include examples that can be used during lessons.)*

#### **Interacting with Others in everyday, professional and academic situations**

Students can produce an expanding range of goodwill messages, such as thanks, apologies, congratulations, get well wishes, goodbyes, and sympathy, by means of standard greeting cards, guided notes, or brief personal emails.

Students should be able to:

- complete a standard greeting card or email message with simple information.
- write messages using a few words or short phrases, addressed to a familiar person and related to personally relevant situations
- use typical greeting card or personal email formatting
- use adequate spelling and punctuation

#### **Reproducing Information**

Students can copy texts with clear layouts and basic everyday information, such as short passages that are 3-5 sentences long or simple lists that have 10-15 items, for personal use or to complete short tasks.

Students should be able to:

- Recognize and copy standard English writing for letters, numbers, words, and sentences with correct capitalization and punctuation
- Follow standard American conventions and styles when copying addresses and phone numbers.
- Copy text legibly using proper formatting with minimal errors in letter and number formation
- Copy text or list with no major omissions and only occasional copying mistakes.

### **Getting Things Done in personal, professional and academic endeavors**

Students can complete short, simple, or simplified forms that contain up to 10 items with clear labels and areas in which to write and that ask for basic personal identification or familiar information, such as forms for gym membership, library cards, public transportation passes, shopping payments, immigration records, or registration for social events.

Students should be able to:

- Write the required information in appropriate sections
- Follow conventions for addresses, telephone numbers, etc.
- Identify and copy letters, numbers, and format of basic personal information, such as address, legal name, telephone number, debit/credit card number, birthdate, passport number, etc.
- Follow basic spelling conventions
- Write legibly

### **Sharing information through written production**

Students can complete a short, guided text, about 5-7 sentences long, such as one that gives instructions for doing or making something, giving directions, or describing a personal situation.

Students should be able to:

- Write (personal) details in response to a few short questions using basic vocabulary
- Follow spelling and punctuation conventions
- Write legibly
- Follow conventions for organizing paragraphs or lists using appropriate phrases, formatting, symbols, or numbers.
- Provide adequate descriptions



## Learning Outcomes

*(A description of what the student will know or be able to do as a result of the course instructions.)*

### **Interacting with Others in everyday, professional and academic situations**

IWO: Produce an expanding range of goodwill messages.

### **Reproducing Information**

RI: Copy texts with clear layouts and basic everyday information.

### **Getting Things Done in personal, professional and academic endeavors**

GTD: Complete short, simple, or simplified forms that contain up to 10 items with clear labels and areas in which to write and that ask for basic personal identification or familiar information.

### **Sharing information through written production**

SI: Complete a short, guided text or answer simple questions in writing.