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| Course: **Communications 12** |

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|  |  | **Completion/TARGETS** |
| **UNIT 1** | 35% |  |
| **Workplace Communication** | * Resumé
* Letters: cover, complaint, thankyou
* Email and memo
* Reports
* Interview Prep
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| **UNIT 2** | 30% |  |
| **Writing and Speaking** | * Paragraphs and multi-paragraph compositions
* Prompt compositions
* Descriptive and Narrative Compositions
* Presentation
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| **UNIT 3** | 35% |  |
| **Literature** | * Literary elements and devices
* Fiction - comprehension, response
* Poetry - comprehension, response and writing of
* Visual Representation
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| STUDENT NAME |  |
| TEACHER NAME |  |
| SCHOOL |  |
| AVERAGE GRADE ASSIGNED TO ALL SUCCESSFULLY **COMPLETED WORK\*** IN THE COURSE |  |