|  |
| --- |
| Course: **Communications 12** |

|  |  |  |
| --- | --- | --- |
|  |  | **Completion/TARGETS** |
| **UNIT 1** | 35% |  |
| **Workplace Communication** | * Resumé * Letters: cover, complaint, thankyou * Email and memo * Reports * Interview Prep |  |
| **UNIT 2** | 30% |  |
| **Writing and Speaking** | * Paragraphs and multi-paragraph compositions * Prompt compositions * Descriptive and Narrative Compositions * Presentation |  |
| **UNIT 3** | 35% |  |
| **Literature** | * Literary elements and devices * Fiction - comprehension, response * Poetry - comprehension, response and writing of * Visual Representation |  |

|  |  |  |
| --- | --- | --- |
| STUDENT NAME |  | |
| TEACHER NAME |  | |
| SCHOOL |  | |
| AVERAGE GRADE ASSIGNED TO ALL SUCCESSFULLY **COMPLETED WORK\*** IN THE COURSE | |  |