



PRIOR LEARNING COURSE OUTLINE FORM

Course: **Communications 12**

		Completion/TARGETS
UNIT 1		35%
Workplace Communication	<ul style="list-style-type: none"> ● Resumé ● Letters: cover, complaint, thankyou ● Email and memo ● Reports ● Interview Prep 	
UNIT 2		30%
Writing and Speaking	<ul style="list-style-type: none"> ● Paragraphs and multi-paragraph compositions ● Prompt compositions ● Descriptive and Narrative Compositions ● Presentation 	
UNIT 3		35%
Literature	<ul style="list-style-type: none"> ● 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		