

Writing Process		Writing Applications	Writing Conventions	Research	Communication: Oral and Visual			
<p>Prewriting</p> <p>12.1 Generate writing ideas through discussions with others and from printed material, and keep a list of writing ideas.</p> <p>12.2 Determine the usefulness of and apply appropriate pre-writing tasks (e.g., background reading, interviews or surveys).</p> <p>12.3 Establish and develop a clear thesis statement for informational writing or a clear plan or outline for narrative writing.</p> <p>12.4 Determine a purpose and audience and plan strategies (e.g., adapting formality of style, including explanations or definitions as appropriate to audience needs) to address purpose and audience.</p> <p>12.5 Use organizational strategies (e.g., notes and outlines) to plan writing.</p>		<p>12.1 Write reflective compositions that:</p> <ol style="list-style-type: none"> Use personal experiences as a basis for reflection on some aspect of life; Draw abstract comparisons between specific incidents and abstract concepts; Maintain a balance between describing incidents and relating them to more general, abstract ideas that illustrate personal beliefs; and Move from specific examples to generalizations about life. <p>12.2 Write responses to literature that:</p> <ol style="list-style-type: none"> Advance a judgment that is interpretative, analytical, evaluative or reflective; Support key ideas and viewpoints with accurate and detailed references to the text or to other works and authors; Analyze the author's use of stylistic devices and express an appreciation of the effects the devices create; Identify and assess the impact of possible ambiguities, nuances and complexities within text; Anticipate and answer a reader's questions, counterclaims or divergent interpretations; and Provide a sense of closure to the writing. <p>12.3 Write functional documents (e.g., requests for information, resumes, letters of complaint, memos and proposals) that:</p> <ol style="list-style-type: none"> Report, organize and convey information accurately; Use formatting techniques that make a document user-friendly; and Anticipate readers' problems, mistakes and misunderstandings. <p>12.4 Write informational essays or reports, including research, that:</p> <ol style="list-style-type: none"> Develop a controlling idea that conveys a perspective on the subject; Create an organizing structure appropriate to purpose, audience, and context; Include information on all relevant perspectives, considering the validity and reliability of primary and secondary sources; Make distinctions about the relative value and significance of specific data, facts and ideas; Anticipate and address a reader's potential biases, misunderstandings and expectations; and Provide a sense of closure to the writing. <p>12.5 Write persuasive compositions that:</p> <ol style="list-style-type: none"> Articulate a clear position; Support assertions using rhetorical devices, including appeals to emotion or logic and personal anecdotes; and Develop arguments using a variety of methods (e.g., examples, beliefs, expert opinion, cause-effect reasoning). <p>12.6 Produce informal writings (e.g., journals, notes and poems) for various purposes.</p>	<p>Spelling</p> <p>12.1 Use correct spelling conventions.</p>	<p>12.1 Compose open-ended questions for research, assigned or personal interest, and modify questions as necessary during inquiry and investigation to narrow the focus or extend the investigation.</p> <p>12.2 Identify appropriate sources and gather relevant information from multiple sources (e.g., school library catalogs, online databases, electronic resources and Internet-based resources).</p> <p>12.3 Determine the accuracy of sources and the credibility of the author by analyzing the sources' validity (e.g., authority, accuracy, objectivity, publication date and coverage, etc.).</p> <p>12.4 Analyze the complexities and discrepancies in information and systematically organize relevant information to support central ideas, concepts and themes.</p> <p>12.5 Integrate quotations and citations into written text to maintain a flow of ideas.</p> <p>12.6 Use style guides to produce oral and written reports that give proper credit for sources, and include appropriate in-text documentation, notes and an acceptable format for source acknowledgement.</p> <p>12.7 Use a variety of communication techniques including oral, visual, written or multimedia report to present information that supports a clear position about the topic or research question and defend the credibility and validity of the information presented.</p>	<p>Listening and Viewing</p> <p>12.1 Apply active listening strategies (e.g., monitoring message for clarity, selecting and organizing essential information, noting cues such as changes in pace).</p> <p>12.2 Analyze types of arguments used by the speaker, such as causation, analogy and logic.</p> <p>12.3 Critique the clarity, effectiveness and overall coherence of a speaker's key points.</p> <p>12.4 Evaluate how language choice, diction, syntax and delivery style (e.g., repetition, appeal to emotion, eye contact) affect the mood and tone and impact the audience.</p>			
<p>Drafting, Revising and Editing</p> <p>12.6 Organize writing to create a coherent whole with an effective and engaging introduction, body and conclusion, and a closing sentence that summarizes, extends or elaborates on points or ideas in the writing.</p> <p>12.7 Use a variety of sentence structures and lengths (e.g., simple, compound and complex sentences; parallel or repetitive sentence structure).</p> <p>12.8 Use paragraph form in writing, including topic sentences that arrange paragraphs in a logical sequence, using effective transitions and closing sentences and maintaining coherence across the whole through the use of parallel structures.</p> <p>12.9 Use precise language, action verbs, sensory details, colorful modifiers, and style as appropriate to audience and purpose, and use techniques to convey a personal style and voice.</p>			<p>12.10 Use available technology to compose text.</p> <p>12.11 Reread and analyze clarity of writing, consistency of point of view and effectiveness of organizational structure.</p> <p>12.12 Add and delete examples and details to better elaborate on a stated central idea, to develop more precise analysis or persuasive argument or to enhance plot, setting and character in narrative texts.</p> <p>12.13 Rearrange words, sentences and paragraphs and add transitional words and phrases to clarify meaning and achieve specific aesthetic and rhetorical purposes.</p> <p>12.14 Use resources and reference materials (e.g., dictionaries and thesauruses) to select effective and precise vocabulary that maintains consistent style, tone and voice.</p> <p>12.15 Proofread writing, edit to improve conventions (e.g., grammar, spelling, punctuation and capitalization), identify and correct fragments and run-ons and eliminate inappropriate slang or informal language.</p> <p>12.16 Apply tools (e.g., rubric, checklist and feedback) to judge the quality of writing.</p>		<p>Punctuation and Capitalization</p> <p>12.2 Use correct capitalization and punctuation.</p>	<p>12.2 Identify appropriate sources and gather relevant information from multiple sources (e.g., school library catalogs, online databases, electronic resources and Internet-based resources).</p> <p>12.3 Determine the accuracy of sources and the credibility of the author by analyzing the sources' validity (e.g., authority, accuracy, objectivity, publication date and coverage, etc.).</p> <p>12.4 Analyze the complexities and discrepancies in information and systematically organize relevant information to support central ideas, concepts and themes.</p> <p>12.5 Integrate quotations and citations into written text to maintain a flow of ideas.</p> <p>12.6 Use style guides to produce oral and written reports that give proper credit for sources, and include appropriate in-text documentation, notes and an acceptable format for source acknowledgement.</p> <p>12.7 Use a variety of communication techniques including oral, visual, written or multimedia report to present information that supports a clear position about the topic or research question and defend the credibility and validity of the information presented.</p>	<p>Speaking Skills and Strategies</p> <p>12.5 Demonstrate an understanding of the rules of the English language and select language appropriate to purpose and audience.</p> <p>12.6 Adjust volume, tempo, phrasing, enunciation, voice modulation and inflection to stress important ideas and impact audience response.</p> <p>12.7 Vary language choices as appropriate to the context of the speech.</p>	
<p>Publishing</p> <p>12.17 Prepare for publication (e.g., for display or for sharing with others) writing that follows a manuscript form appropriate for the purpose, which could include such techniques as electronic resources, principles of design (e.g., margins, tabs, spacing and columns) and graphics (e.g., drawings, charts and graphs) to enhance the final product.</p>					<p>Grammar and Usage</p> <p>12.3 Use correct grammar (e.g., verb tenses, parallel structure, indefinite and relative pronouns).</p>		<p>12.2 Identify appropriate sources and gather relevant information from multiple sources (e.g., school library catalogs, online databases, electronic resources and Internet-based resources).</p> <p>12.3 Determine the accuracy of sources and the credibility of the author by analyzing the sources' validity (e.g., authority, accuracy, objectivity, publication date and coverage, etc.).</p> <p>12.4 Analyze the complexities and discrepancies in information and systematically organize relevant information to support central ideas, concepts and themes.</p> <p>12.5 Integrate quotations and citations into written text to maintain a flow of ideas.</p> <p>12.6 Use style guides to produce oral and written reports that give proper credit for sources, and include appropriate in-text documentation, notes and an acceptable format for source acknowledgement.</p> <p>12.7 Use a variety of communication techniques including oral, visual, written or multimedia report to present information that supports a clear position about the topic or research question and defend the credibility and validity of the information presented.</p>	<p>Speaking Applications</p> <p>12.8 Deliver informational presentations (e.g., expository, research) that:</p> <ol style="list-style-type: none"> Present a clear and distinctive perspective on the subject; Present events or ideas in a logical sequence; Support the controlling idea or thesis with well-chosen and relevant facts, details, examples, quotations, statistics, stories and anecdotes; Include an effective introduction and conclusion and use a consistent organizational structure (e.g., cause-effect, compare-contrast, problem-solution); Use appropriate visual materials (e.g., diagrams, charts, illustrations) and available technology to enhance presentation; and Draw from and cite multiple sources including both primary and secondary sources and consider the validity and reliability of sources. <p>12.9 Deliver formal and informal descriptive presentations that convey relevant information and descriptive details.</p> <p>12.10 Deliver persuasive presentations that:</p> <ol style="list-style-type: none"> Establish and develop a logical and controlled argument; Include relevant evidence, differentiating between evidence and opinion, to support position and to address counter-arguments or listener biases; Use persuasive strategies such as rhetorical devices; anecdotes and appeals to emotion, authority, reason, pathos and logic; Consistently use common organizational structures as appropriate (e.g., cause-effect, compare-contrast, problem-solution); and Use speaking techniques (e.g., reasoning, emotional appeal, case studies or analogies).

