Ms. Shin jshin@ndrs.org

**Communications 11 & 12**

**COURSE OUTLINE 2014-2015**

**What is Communications?**

* Communications is intended to help you get good at using language so that you can seize many opportunities in life, including continued learning, employment, and social interaction.
* You get the chance to study many different texts, both informational and literary, and to practice using language in written, oral, and visual forms for many different reasons.
* Make sure you work hard, and this course will make sure that you graduate with necessary language skills.

**What are we sure of?**

* Learning doesn’t just happen by itself; you have to go after it.
* You learn in your own way.
* We learn as individuals and as a group.

**What are we here for?**

Working hard in Communications will result in new and better skills in working with language in the many areas you will need them now and after graduation.

These are essential skills for you:

* to be able to use language to get what you want in daily life and the workplace
* to enable you to learn about new communication technologies that change the way information is shared and
* to grow in self-awareness and connection to other people through experiencing and responding to literature.

**What will we study?**

1. Introduction to Communications/Forms of Communication
2. Reading Strategies (Poetry, Short stories, Play excerpts, Newspaper articles)
3. Viewing and Design Strategies (Cartoons, Charts, Graphs, Photographs, Posters, Advertisements, Brochures, Films, Television, Websites)
4. Business and Technical Writing Strategies (Business letters, Resumes, Reports, Emails, Memos, Cover letters)
5. Speaking and Listening Strategies & Research Strategies (Presenting a speech on a researched topic)
6. Novel study: *Number the Stars*

* We will use the text *Communicate!* and other resources throughout each unit
* We will adapt this course of study as we feel necessary

\*\*Please organize your binder or folder with dividers labeled as the above 6 units\*\*

**How will we be marked?**

* Throughout each unit you will produce assignments and tests for *summative* assessment.
* Not all of your work will be graded for your report card. However, all of the work we do in class is mandatory.
* The work you do that is not being graded (*formative* work) is meant to help you with your final assignments that *will* be graded. You must complete this formative work to be successful in this course.
* Your course grade will consist of **summative assessments** categorized into the following:

**Grade 12** **Grade 11**

Reading Texts 25% Reading Texts 20%

Communication Products 30% Communicate Ideas & Information 25%

Compositions 20% Compositions 20%

Journals 10% Journals 10%

Presentations 5% Presentations 5%

Mid-term Exam 10% Mid-Term and Final Exam 20%

\*Course Grade (60%) + Provincial Exam (40%)

**How are we going to be students of Communications?**

A student with excellent work habits:

* Always follows the school code of conduct
* Comes to class on time – with required materials
* Always submits assignments and completes homework on time
* Takes responsibility for class work missed due to absence
* Displays cooperative and respectful behaviour in class
* Makes effective use of class time
* Seeks clarification or extra-help when necessary
* Prepares well for evaluation
* NEVER leaves the class without the teacher’s permission

There are inevitable consequences to not having such work habits. They include:

* Detention
* Communication with parents/guardian
* Removal from the classroom
* Referral to School Administration

**What materials are required?**

* Pen, pencil, eraser, white-out, **and paper**
* Notes and assignments in a binder or folder with labeled dividers for each unit
* Silent reading novel and any other text(s) when applicable (e.g. novel study, textbook, etc..)

**When can I see Ms. Shin for extra help?**

* Extra help is offered **by appointment**
* If you are having trouble in this class, please come see me or email me **right away**. Do not hesitate to ask questions and voice concerns if you have them.