

Writing Skills and Strategies develops key language arts skills necessary for high school graduation and success on high stakes exams through a semester of interactive instruction and guided practice in composition fundamentals. The course is divided into ten mini-units of study. The first two are designed to build early success and confidence, orienting students to the writing process and to sentence and paragraph essentials through a series of low-stress, high-interest hook activities. In subsequent units, students review, practice, compose and submit one piece of writing. Four key learning strands are integrated throughout: composition practice, grammar skill building, diction and style awareness, and media and technology exploration. Guided studies emphasize the structure of essential forms of writing encountered in school, in life, and in the work place. Practice in these forms is scaffolded to accommodate learners at different skill levels.

The content is based on the National Council of Teachers of English (NCTE) standards and aligned to state standards.

Length: One semester

UNIT 1: INTRODUCTION TO WRITING

LESSON 1: COURSE ORIENTATION

Study: Course Orientation

Learn about the structure of this course and plan for successful completion of the activities.

Duration: 0 hr 40 min

LESSON 2: THE WRITING PROCESS

Study: Prewriting

Review the steps of the writing process, and adopt ways to use the process to maximize your success.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of the prewriting process.

Duration: 0 hr 20 min Scoring: 10 points

Study: Drafting

Review the steps of the writing process, and adopt ways to use the process to maximize your success.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a Quiz to check your understanding of the drafting process

Duration: 0 hr 20 min Scoring: 10 points

Study: Revising and Editing

Review the steps of the writing process, and adopt ways to use the process to maximize your success.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of the processes of writing, revising, and editing.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: AVOIDING PLAGIARISM

Study: Plagiarism

Practice techniques for avoiding plagiarism.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of plagiarism and citation styles.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: INTRODUCTION TO WRITING WRAP-UP

Review: Introduction to Writing

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Introduction to Writing

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Introduction to Writing

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 5: DIAGNOSTIC

Diagnostic: Introduction to Writing Diagnostic

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 25 points

UNIT 2: THE BUILDING BLOCKS OF COMPOSITION

LESSON 1: PUNCTUATION

Study: Punctuation I

Review parts of sentences and the rules for effective sentence construction.

Duration: 0 hr 40 min

Quiz: Assess your Understanding

Take a quiz to check your understanding of punctuation essentials.

Duration: 0 hr 20 min Scoring: 10 points

Study: Punctuation II

Further explore punctuation in writing to ensure clarity of meaning.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a Quiz to check your understanding of punctuation essentials

Duration: 0 hr 20 min Scoring: 10 points

LESSON 2: SENTENCE AND PARAGRAPH ESSENTIALS

Study: Sentence and Paragraph Essentials

Review the structure of a complete paragraph; learn about different forms of paragraphs.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of paragraph essentials.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: ESSAY ESSENTIALS

Study: Essay Essentials I

Learn about the basic structure of an essay.

Duration: 0 hr 40 min

Study: Essay Essentials II

Learn about essay development and support.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of essay development and support.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: THE BUILDING BLOCKS OF COMPOSITION WRAP-UP

Review: The Building Blocks of Composition

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): The Building Blocks of Composition

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): The Building Blocks of Composition

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 5: DIAGNOSTIC

Diagnostic: The Building Blocks of Composition Diagnostic

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 20 points

UNIT 3: PARAGRAPHS: EXAMPLE AND ILLUSTRATION

LESSON 1: COMPOSITION: EXAMPLE AND ILLUSTRATION PARAGRAPHS

Study: Writing Example Paragraphs

Identify the structure of an example paragraph; practice composing paragraphs correctly.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of example forms of composition.

Duration: 0 hr 20 min Scoring: 10 points

Study: Writing Illustration Paragraphs

Identify the structure of an illustration paragraph; practice composing paragraphs correctly.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of illustration forms of composition.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 2: GRAMMAR: PARTS OF SPEECH

Study: Parts of Speech

Review grammar fundamentals and learn how to identify and construct sentences and clauses.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of parts of speech.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: STYLE: MAKING LANGUAGE MORE EXACT

Study: Making Language More Exact

Learn how to substitute passive and "to be" verbs with active alternatives; consider the impact of concrete nouns on the clarity of your prose.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of active verbs and exact language.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: MEDIA: TEXT-BASED MEDIA

Study: Text-Based Media

Learn about the importance and impact of a wide variety of text-based media, including diaries, journals, letters, e-mails, speeches, epistolary novels, textbooks, manuals, and forms.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit an example or illustration paragraph.

Duration: 1 hr Scoring: 50 points

LESSON 6: PARAGRAPHS: EXAMPLE AND ILLUSTRATION WRAP-UP

Review: Paragraphs: Example and Illustration

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Paragraphs: Example and Illustration

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Paragraphs: Example and Illustration

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 7: DIAGNOSTIC

Diagnostic: Paragraphs: Example and Illustration

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 30 points

UNIT 4: PARAGRAPHS: PROCESS AND CAUSE-AND-EFFECT

LESSON 1: COMPOSITION: PROCESS AND CAUSE-AND-EFFECT PARAGRAPHS

Study: Writing Process Paragraphs

Consider a process that needs explaining; practice the fundamentals of writing about a process.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of process paragraphs.

Duration: 0 hr 20 min Scoring: 10 points

Study: Writing Cause-and-Effect Paragraphs

Understand the structure of cause-and-effect writing and practice composing.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to check your understanding of process and cause-and-effect paragraphs.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 2: GRAMMAR: PARTS OF SENTENCES

Study: Parts of Sentences

Review subjects, verbs, objects, and complements; deepen your knowledge of word groups.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of parts of sentences.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: STYLE: CONCISION AND PRECISION

Study: Concision and Precision

Learn to battle wordiness in your writing and to create crisp, tightly constructed prose.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of concision and precision.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: MEDIA: JOURNALISM

Study: Media: Journalism

Investigate layout, photographs, and audience; discuss media bias and learn about journalistic ethics.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit a process or cause-and-effect paragraph.

Duration: 1 hr Scoring: 50 points

LESSON 6: PARAGRAPHS: PROCESS AND CAUSE-AND-EFFECT WRAP-UP

Review: Paragraphs: Process and Cause-and-Effect

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Paragraphs: Process and Cause-and-Effect

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Paragraphs: Process and Cause-and-Effect

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 7: DIAGNOSTIC

Diagnostic: Paragraphs: Process and Cause-and-Effect

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 30 points

UNIT 5: PARAGRAPHS: DESCRIPTION AND CLASSIFICATION/DIVISION

LESSON 1: COMPOSITION: DESCRIPTION AND CLASSIFICATION/DIVISION PARAGRAPHS

Study: Writing Description Paragraphs

Improve your ability to write effective descriptions.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of description paragraphs.

Duration: 0 hr 20 min Scoring: 10 points

Study: Writing Classification and Division Paragraphs

Review the structure of both classification and division paragraphs; practice composing them on your own.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of classification and division paragraphs.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 2: GRAMMAR: VERBS

Study: Verbs

Review standard subject-verb combinations and develop your understanding of more complex agreement scenarios. Learn about irregular verbs, verb endings, tense, and mood.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of subject-verb agreement and verb usage.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: STYLE: PARALLELISM IN SENTENCE STYLE

Study: Parallelism in Sentence Style

Learn to maintain clarity in your writing by controlling paired ideas, repeated words, and items in a series.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of parallelism.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: MEDIA: ART AND THE MEDIA

Study: Art and the Media

Review the history of artistic form and style, the media that surrounds them, and how they shape major cultural and historical movements.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit a description or classification/division paragraph.

Duration: 1 hr Scoring: 50 points

LESSON 6: PARAGRAPHS: DESCRIPTION AND CLASSIFICATION/DIVISION WRAP-UP

Review: Paragraphs: Description and Classification/Division

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Paragraphs: Description and Classification/Division

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Paragraphs: Description and Classification/Division

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 7: DIAGNOSTIC

Diagnostic: Paragraphs: Description and Classification/Division

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 30 points

UNIT 6: ESSAYS: PERSONAL WRITING

LESSON 1: COMPOSITION: WRITING PERSONAL ESSAYS

Study: Writing Personal Essays

Understand the unique challenges of different forms of personal writing.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of personal writing.

Duration: 0 hr 20 min Scoring: 10 points

Study: Practice Writing Personal Essays

Practice strategies for developing a personal essay.

Duration: 0 hr 40 min

LESSON 2: GRAMMAR: PRONOUNS

Study: Pronouns

Practice control of pronoun-antecedent agreement, pronoun reference, and pronoun case.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of pronouns.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: STYLE: APPROPRIATE LANGUAGE

Study: Appropriate Language

Learn to control jargon, pretentious language, slang, and other forms of language that have the potential to offend or exclude.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of appropriate language.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: MEDIA: FILM STUDIES

Study: Film Studies

Learn about the way in which film is constructed as a media text; discuss mise-en-scène, cinematography, and editing.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit a personal essay.

Duration: 1 hr 30 min Scoring: 100 points

LESSON 6: ESSAYS: PERSONAL WRITING WRAP-UP

Review: Essays: Personal Writing

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Essays: Personal Writing

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Essays: Personal Writing

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 7: DIAGNOSTIC

Diagnostic: Essays: Personal Writing

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 30 points

UNIT 7: ESSAYS: COMPARE-AND-CONTRAST

LESSON 1: COMPOSITION: COMPARE-AND-CONTRAST ESSAYS

Study: Writing Compare-and-Contrast Essays

Learn different ways of organizing compare-and-contrast essays.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the structure of compare-and-contrast writing.

Duration: 0 hr 20 min Scoring: 10 points

Study: Practice Writing Compare-and-Contrast Essays

Practice developing paragraphs in a compare-and-contrast essay.

Duration: 0 hr 40 min

LESSON 2: GRAMMAR: ADJECTIVES AND ADVERBS

Study: Adjectives and Adverbs

Use adverbs and adjectives wisely and well; navigate superlatives, comparatives, and double negatives.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of adjectives and adverbs.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: STYLE: SENTENCE EMPHASIS AND VARIETY

Study: Sentence Emphasis and Variety

Learn about coordinating and subordinating ideas and to eliminate choppy sentences from your writing.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of sentence emphasis and variety.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: MEDIA: TELEVISION STUDIES

Study: Television Studies

Investigate the relevance and importance of television studies and its capacity for social critique, and explore television genres; address similarities with film studies.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit a compare-and-contrast essay.

Duration: 1 hr 30 min Scoring: 100 points

LESSON 6: ESSAYS: COMPARE-AND-CONTRAST WRAP-UP

Review: Essays: Compare-and-Contrast

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Essays: Compare-and-Contrast

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Essays: Compare-and-Contrast

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 7: DIAGNOSTIC

Diagnostic: Essays: Compare-and-Contrast

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 30 points

UNIT 8: ESSAYS: PERSUASIVE WRITING

LESSON 1: COMPOSITION: PERSUASIVE WRITING ESSAYS

Study: Writing Persuasive Essays

Learn about the hallmarks of effective persuasive writing.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of persuasive writing.

Duration: 0 hr 20 min Scoring: 10 points

Study: Practice Writing Persuasive Essays

Practice techniques for persuasive writing; learn to develop a persuasive essay.

Duration: 0 hr 40 min

LESSON 2: GRAMMAR: MODIFIERS

Study: Modifiers

Troubleshoot issues with modifiers, such as misplaced phrases and clauses, awkwardly placed modifiers, dangling modifiers, and split infinitives.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of modifiers.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: STYLE: FIGURATIVE LANGUAGE

Study: Figurative Language

Learn to adopt originality in figurative language and to avoid clichés.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of figurative language.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: MEDIA: MEDIA AND IDENTITY

Study: Media and Identity

Consider the impact of media on social identity, discuss minority representation in popular media, and look at logic, common fallacies, and glaring generalities.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit a persuasive essay.

Duration: 1 hr 30 min Scoring: 100 points

LESSON 6: ESSAYS: PERSUASIVE WRITING WRAP-UP

Review: Essays: Persuasive Writing

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Essays: Persuasive Writing

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Essays: Persuasive Writing

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 7: DIAGNOSTIC

Diagnostic: Essays: Persuasive Writing

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 30 points

UNIT 9: ESSAYS: WRITING ABOUT LITERATURE

LESSON 1: COMPOSITION: WRITING ESSAYS ABOUT LITERATURE

Study: Responding to Literature Prompts

Learn question/prompt analysis techniques, as well as tried-and-true methods for writing thesis and topic-sentence architecture on literature-based essay questions.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of how to respond to literature-based prompts.

Duration: 0 hr 20 min Scoring: 10 points

Study: Structuring and Developing a Literary Analysis

Practice paragraph development and sustained analysis of a literary passage; review techniques for summarizing and paraphrasing literature.

Duration: 0 hr 40 min

LESSON 2: GRAMMAR: RUN-ONS AND FRAGMENTS

Study: Run-Ons and Fragments

Identify run-ons and fragments; correct errors in sentence construction.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of run-ons and fragments.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: STYLE: DENOTATIVE AND CONNOTATIVE LANGUAGE

Study: Denotative and Connotative Language

Learn to compress meaning through connotative language; use an online dictionary and thesaurus to improve

diction and style.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of denotative and connotative language.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: MEDIA: NEW MEDIA

Study: New Media

Discuss the online-media revolution, digital media like video games, and the accessibility of new media forms.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit an essay about a work of literature.

Duration: 1 hr 30 min Scoring: 100 points

LESSON 6: ESSAYS: WRITING ABOUT LITERATURE WRAP-UP

Review: Essays: Writing about Literature

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Essays: Writing About Literature

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Essays: Writing about Literature

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 7: DIAGNOSTIC

Diagnostic: Essays: Writing about Literature

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 30 points

UNIT 10: WRITING IN THE WORKPLACE

LESSON 1: COMPOSITION: LETTERS AND MEMOS

Study: Writing a Business Letter and Memo

Learn formats for different types of business correspondence.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of business correspondence.

Duration: 0 hr 20 min Scoring: 10 points

Study: Using E-mail in a Business Environment

Examine the role of e-mail in the workplace; practice effective and appropriate written communication using e-mail.

Duration: 0 hr 40 min

LESSON 2: GRAMMAR: MECHANICS

Study: Mechanics

Review and hone your skills with regard to spelling, capitalization, abbreviation, and italics.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of punctuation and mechanics.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 3: STYLE: TONE, FORMALITY, AND INFORMALITY

Study: Tone, Formality, and Informality

Learn to manage tone and adopt appropriate levels of formality in your writing.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of tone, formality, and informality.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 4: MEDIA: MEDIA IN THE CLASSROOM

Study: Media in the Classroom

Discuss how to use media in your work, where to access media, and how to produce and publish your own media.

Duration: 0 hr 40 min

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hr 20 min Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit an example of business correspondence.

Duration: 1 hr 30 min Scoring: 100 points

LESSON 6: WRITING IN THE WORKPLACE WRAP-UP

Review: Writing in the Workplace

Review course content in preparation for your test.

Duration: 0 hr 30 min

Test (CS): Writing in the Workplace

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hr 30 min Scoring: 20 points

Test (TS): Writing in the Workplace

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hr 45 min Scoring: 50 points

LESSON 7: DIAGNOSTIC

Diagnostic: Writing in the Workplace

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hr 30 min Scoring: 30 points

UNIT 11: FINAL REVIEW AND EXAM

LESSON 1: REVIEW AND TAKE THE EXAM

Review: Writing Skills and Strategies Review

Prepare for the semester exam by reviewing key concepts covered in Writing Skills and Strategies.

Duration: 1 hr

Exam: Summative Exam

Take a computer-scored exam to demonstrate your mastery of concepts and skills covered in Writing Skills and Strategies.

Duration: 0 hr 30 min Scoring: 50 points

Final Exam: Summative Exam

Take a teacher-scored exam to demonstrate your mastery of concepts and skills covered in Writing Skills and Strategies.

Duration: 1 hr Scoring: 150 points