

English Foundations II offers a year of skill building and strategy development in reading and writing. Semester one is a reading program designed to help struggling readers develop mastery in the areas of reading comprehension, vocabulary building, study skills, and media literacy. Semester two is a writing program which builds confidence in composition fundamentals by focusing on the areas of composing, grammar, style, and media literacy. Both semesters are structured around ten mini-units which offer interactive instruction and guided practice in each of the four learning strands. Students read for a variety of purposes and write for a variety of audiences. The workshops stress high interest, engaging use of technology, relevant topics, and robustly scaffolded practice. Students learn to use different types of graphic organizers as they develop and internalize reading and writing process strategies. They build confidence as they develop skills and experience success on numerous low stakes assessments that encourage growth and reinforce learning.

The reading component of the course is built to state standards and informed by the National Council of Teachers of English (NCTE), International Reading Association (IRA), National Reading Program (NRP), and McREL, standards. The writing component of the course is built to state standards and informed by the National Council of Teachers of English (NCTE) standards.

Length: Two semesters

UNIT 1: INTRODUCTION TO READING STRATEGIES

LESSON 1: COURSE ORIENT ATION

Study: Understanding the Course

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

Duration: 0 hrs 40 mins

Study: Reading Comprehension: Decoding and Reading with a Purpose

Walk through a short refresher course on decoding. Explore reading with a purpose.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 2: INTRODUCTION TO VOCABULARY BUILDING

Study: Building Vocabulary: Value of Vocabulary

Learn about the importance of building vocabulary. Explore some general vocabulary-building skills.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO STUDY SKILLS

Study: Study Skills: Studying on Purpose

Learn about the importance of on-purpose studying. Explore some general study habits of effective students.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO MEDIA LITERACY

Study: Media Literacy: Being a Savvy Media Reader

Learn about the importance of being a savvy media viewer. Explore the concept of media literacy in the real world.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: INTRODUCTION TO READING STRATEGIES WRAP-UP

Review: Introduction to Reading Strategies

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Introduction to Reading Strategies

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Introduction to Reading Strategies

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 2: INTRODUCTION TO READING PROCESSES

LESSON 1: READING AS A PROCESS

Study: Pre-Reading

Learn how the pre-reading process works.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Three Reading Process Strategies

Learn about effective highlighting, thinking with symbols, and the three question approach.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 2: INTRODUCTION TO VOCABULARY TOOLS

Study: Building Vocabulary: Tools of the Trade

Learn how to use a dictionary and thesaurus. Learn how word picturing can help you hold words in your memory.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO TIME MANAGEMENT

Study: Study Skills: Managing Your Time

Learn about the process of time management and apply it to this course. Extend the application of the skill for future use.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

LESSON 4: INTRODUCTION TO MEDIA TERMS

Study: Media Literacy: Knowing the Language

Learn the terms used in discussing media literacy.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: INTRODUCTION TO READING PROCESSES WRAP-UP

Review: Introduction to Reading Processes

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Introduction to Reading Processes

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Introduction to Reading Processes

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 3: READING FOR ENTERTAINMENT: FICTION

LESSON 1: READING FOR ENTERTAINMENT

Study: Reading Comprehension: Strategies to Improve Enjoyment and Understanding

Learn three reading-comprehension strategies: prebrainstorming and predicting; midchecking predictions and rereading; and postretelling.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Reading Comprehension: Plotline

Learn about fictional plotlines. Complete an interactive, guided practice of new strategies.

Duration: 0 hrs 40 mins

Read: "Service" by Nathan Fowler

Apply strategies to independent reading.

Duration: 0 hrs 45 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Journal: Respond to the Reading

Log your reading experience in a response journal.

Duration: 0 hrs 30 mins Scoring: 20 points

LESSON 2: INTRODUCTION TO CONTEXT CLUES AND WORD SKIPPING

Study: Building Vocabulary: 10 New Words

Define and learn 10 new vocabulary words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Study: Vocabulary Building: Context Clues and Word Skipping

Learn how to use the context of a word to derive its meaning and how to skip words effectively as you read.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO SILENT READING

Study: Study Skills: Silent Reading

Learn how to focus while reading and studying silently. Learn how to retain information.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO CONTENT AND PURPOSE IN VISUAL MEDIA

Study: Media Literacy: Content and Purpose

Learn how to identify the purpose of a piece of visual media and to analyze it by dividing it into parts.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: READING FOR ENTERTAINMENT: FICTION WRAP-UP

Review: Reading for Entertainment: Fiction

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Reading for Entertainment: Fiction

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Reading for Entertainment: Fiction

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 4: READING FOR INFORMATION: MAGAZINE ARTICLES

LESSON 1: GAINING AND RETAINING INFORMATION

Study: Reading Comprehension: Scanning Key Points, Questioning, and Using Graphic Organizers

Learn how to organize your thoughts and hold your thinking before, during, and after your reading by using the following strategies: scanning key points, questioning, and using graphic organizers.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Reading Comprehension: Identifying Facts and Opinions

Learn to identify facts and opinions. Complete an interactive, guided practice of new strategies.

Duration: 0 hrs 40 mins

Read: "The Aftermath" - Time Magazine

Apply strategies to independent reading.

Duration: 0 hrs 45 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Journal: Respond to the Reading

Log your reading experience in a response journal.

Duration: 0 hrs 30 mins Scoring: 20 points

LESSON 2: INTRODUCTION TO WORD ROOTS

Study: Building Vocabulary: 10 New Words

Define and learn 10 new vocabulary words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Building Vocabulary: Word Roots

Learn about the importance of word roots and how they can be used to determine the meaning of unfamiliar words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO NOTE TAKING

Study: Study Skills: Taking Notes

Learn how to take notes while reading that will help you identify what you do or do not know and understand.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO EVALUATING SOURCES OF VISUAL MEDIA

Study: Media Literacy: Go to the Source

Learn to identify the source of a piece of visual media and its sponsor's possible biases.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: READING FOR INFORMATION: MAGAZINE ARTICLES WRAP-UP

Review: Reading for Information: Magazine Articles

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Reading for Information: Magazine Articles

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Reading for Information: Magazine Articles

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 5: READING FOR INFORMATION: NEWSPAPERS

LESSON 1: INTRODUCTION TO STRATEGIES FOR READING NEWSPAPERS

Study: Reading Comprehension: 5 Ws, Synthesis, and Evaluation

Learn to use the five Ws, synthesis, and evaluation to improve reading comprehension and ability to gain information.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Reading Comprehension: Identifying Argument Logic

Learn how to identify the logic of arguments. Complete an interactive, guided practice of new strategies.

Duration: 0 hrs 40 mins

Read: An Editorial from The Times-Picayune

Apply strategies to independent reading.

Duration: 0 hrs 45 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Journal: Respond to the Reading

Log your reading experience in a response journal.

Duration: 0 hrs 30 mins Scoring: 20 points

LESSON 2: INTRODUCTION TO PREFIXES

Study: Building Vocabulary: 10 New Words

Define and learn 10 new vocabulary words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Building Vocabulary: Prefixes

Learn about the importance of prefixes and how they can be used to determine the meaning of unfamiliar words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO OUTLINING

Study: Study Skills: Outlining

Learn how to outline the main points of the text you are reading and to organize your knowledge and understanding.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO COMPARING MEDIA

Study: Media Literacy: Comparing and Contrasting Media Coverage

Learn to compare, contrast, and critique various media coverage of the same event.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

LESSON 5: READING FOR INFORMATION: NEWSPAPERS WRAP-UP

Review: Reading for Information: Newspapers

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Reading for Information: Newspapers

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Reading for Information: Newspapers

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 6: READING FOR INFORMATION: ESSAYS

LESSON 1: INTRODUCTION TO READING ESSAYS

Study: Reading Comprehension: Summarizing, Paraphrasing, and More

Learn to use knowledge assessment, surveying, restating, and paraphrasing; to locate additional material; and to summarize to improve reading comprehension and gain information.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Reading Comprehension: Identifying Different Text Structures

Learn to identify different text structures. Complete an interactive, guided practice of new strategies.

Duration: 0 hrs 40 mins

Read: Last Great Words of Great Men by Mark Twain

Apply strategies to independent reading.

Duration: 0 hrs 45 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Journal: Respond to the Reading

Log your reading experience in a response journal.

Duration: 0 hrs 30 mins Scoring: 20 points

LESSON 2: INTRODUCTION TO SUFFIXES

Study: Building Vocabulary: 10 New Words

Define and learn 10 new vocabulary words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Building Vocabulary: Suffixes

Learn about the importance of suffixes and how they can be used to determine the meaning of unfamiliar words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO CHARTS AND GRAPHS

Study: Study Skills: Charts and Graphs

Learn how to read charts and graphs correctly. Learn to use charts and graphs as organizational tools to assist with your studying.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO DISCOVERING MEANING THROUGH DESIGN

Study: Media Literacy: The Impact of Design

Learn to dissect the design of a piece of visual media. Discover how design can enhance meaning.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: READING FOR INFORMATION: ESSAYS WRAP-UP

Review: Reading for Information: Essays

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Reading for Information: Essays

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Reading for Information: Essays

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 7: READING TO COMPLETE A TASK: SCHOOL TEXTS

LESSON 1: INTRODUCTION TO READING SCHOOL TEXTS

Study: Reading Comprehension: SR²

Learn how to use strategies to improve your reading comprehension and ability to gain information.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Reading Comprehension: Identifying Main Idea and Supporting Details

Learn to identify a text's main idea and supporting details. Complete an interactive, guided practice of new strategies.

Duration: 0 hrs 40 mins

Read: Textbook Page Reading

Apply strategies to independent reading.

Duration: 0 hrs 45 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Journal: Respond to the Reading

Log your reading experience in a response journal.

Duration: 0 hrs 30 mins Scoring: 20 points

LESSON 2: INTRODUCTION TO SPELLING STRATEGIES

Study: Building Vocabulary: 10 New Words

Define and learn 10 new vocabulary words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Building Vocabulary: Spelling Strategies

Learn how to use spelling strategies to help with spelling, pronunciation, and meaning of known and unknown words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO MEMORY STRATEGIES

Study: Study Skills: Learning Styles and Memorization Strategies

Learn how to retain information you are studying.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO CULTURE IN MEDIA

Study: Media Literacy: Culture in Media

Learn to identify the cultural influences and design decisions that reflect cultural bias in media.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: READING TO COMPLETE A TASK: SCHOOL TEXTS WRAP-UP

Review: Reading to Complete a Task: School Texts

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Reading to Complete a Task: School Texts

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Reading to Complete a Task: School Texts

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 8: READING TO COMPLETE A TASK: FUNCTIONAL DOCUMENTS

LESSON 1: INTRODUCTION TO READING FUNCTIONAL DOCUMENTS

Study: Reading Comprehension: Critical Questioning and More

Learn how to use strategies (Everything-I-Know Chart, Four-Part Diary, Critical Questions) to improve reading comprehension and gain information.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Study: Reading Comprehension: Making Inferences

Learn to make inferences. Complete an interactive, guided practice of new strategies.

Duration: 0 hrs 40 mins

Read: Reading Business Letters

Apply strategies to independent reading.

Duration: 0 hrs 45 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Journal: Respond to the Reading

Log your reading experience in a response journal.

Duration: 0 hrs 30 mins Scoring: 20 points

LESSON 2: INTRODUCTION TO PRIOR-KNOWLEDGE CONNECTIONS

Study: Building Vocabulary: 10 New Words

Define and learn 10 new vocabulary words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Building Vocabulary: Connections to Prior Knowledge

Learn to connect unknown words with prior knowledge in order to determine and remember meaning.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO MORE MEMORIZATION STRATEGIES

Study: Study Skills: Personalizing Memorization Strategies

Learn how to remember information you are studying by personalizing your memorization strategies.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO PERSUASIVE TECHNIQUES IN MEDIA

Study: Media Literacy: Persuasive Techniques in Media

Learn to recognize persuasive techniques in media.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: READING TO COMPLETE A TASK: FUNCTIONAL DOCUMENTS WRAP-UP

Review: Reading to Complete a Task: Functional Documents

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Reading to Complete a Task: Functional Documents

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

Test (TS): Reading to Complete a Task: Functional Documents

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 9: READING TO ANALYZE LITERATURE: POETRY

LESSON 1: INTRODUCTION TO ANALYZING POETRY

Study: Reading Comprehension: Visualizing

Learn to visualize as you read to improve your reading comprehension and ability to analyze literature.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Reading Comprehension: Interpreting Figurative Language

Learn to interpret figurative language, and complete the interactive, guided practice of new strategies.

Duration: 0 hrs 40 mins

Read: The Raven by Edgar Allan Poe

Apply strategies to independent reading.

Duration: 0 hrs 45 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Journal: Respond to the Reading

Log your reading experience in a response journal.

Duration: 0 hrs 30 mins Scoring: 20 points

Practice: Literary Response and Analysis

Practice your test-taking skills.

Duration: 0 hrs 40 mins

Practice: Literary Response and Analysis

Practice your test-taking skills.

Duration: 0 hrs 40 mins

LESSON 2: INTRODUCTION TO SYNONYMS AND ANTONYMS

Study: Vocabulary Building: 10 New Words

Define and learn 10 new vocabulary words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Building Vocabulary: Synonyms and Antonyms

Learn about synonyms and antonyms and how to use them to build your vocabulary.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO TEST TAKING

Study: Study Skills: Test Taking

Learn strategies to help you successfully navigate multiple-choice and true/false tests.

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO MEDIA EFFECTS

Study: Media Literacy: Emotional and Intellectual Effects of Media

Learn to recognize and predict emotional and intellectual effects of media.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: READING TO ANALYZE LITERATURE: POETRY WRAP-UP

Review: Reading to Analyze Literature: Poetry

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Reading to Analyze Literature: Poetry

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Reading to Analyze Literature: Poetry

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 10: READING TO ANALYZE LITERATURE: PROSE

LESSON 1: INTRODUCTION TO ANALYZING LITERARY PROSE

Study: Reading Comprehension: Literary Terms

Learn to use literary terms to improve your reading comprehension and ability to analyze literature

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Reading Comprehension: Literary Analysis

Complete the interactive, guided practice of new strategies.

Duration: 0 hrs 40 mins

Read: The Red Room by H.G. Wells

Apply strategies to independent reading.

Duration: 0 hrs 45 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Journal: Respond to the Reading

Log your reading experience in a response journal.

Duration: 0 hrs 30 mins Scoring: 20 points

Practice: Literary Response and Analysis

Practice your test-taking skills.

Duration: 0 hrs 40 mins

Practice: Literary Response and Analysis

Duration: 0 hrs 40 mins

LESSON 2: INTRODUCTION TO CUBING VOCABULARY

Study: Building Vocabulary: 10 New Words

Define and learn 10 new vocabulary words.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Vocabulary Building: Modified Cubing

Answer the cubing questions to help build and retain your vocabulary.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: INTRODUCTION TO MORE TEST-TAKING

Study: Study Skills: More Test Taking

Learn how to take short-answer and essay tests effectively.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: EFFECTS OF MEDIA ON PERCEPTION OF REALITY

Study: Media Literacy: Becoming a Critical Reader of Media

Learn to recognize and control the effects of media on your perception of reality.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: READING TO ANALYZE LITERATURE: PROSE WRAP-UP

Review: Reading to Analyze Literature: Prose

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Reading to Analyze Literature: Prose

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Reading to Analyze Literature: Prose

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

Duration: 0 hrs 40 mins Scoring: 50 points

UNIT 11: INTRODUCTION TO WRITING STRATEGIES

LESSON 1: COURSE ORIENT ATION

Study: Course Orientation

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

Duration: 0 hrs 40 mins

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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a Quiz to check your understanding of the drafting process

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: PLAGIARISM

Study: Plagiarism

Practice techniques for avoiding plagiarism.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 4: INTRODUCTION TO WRITING STRATEGIES WRAP-UP

Review: Introduction to Writing Strategies

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Introduction to Writing Strategies

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Introduction to Writing Strategies

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

Duration: 0 hrs 45 mins Scoring: 50 points

UNIT 12: THE BUILDING BLOCKS OF COMPOSITION

LESSON 1: PUNCTUATION

Study: Punctuation I

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

Duration: 0 hrs 40 mins

Quiz: Assess your Understanding

Take a quiz to check your understanding of punctuation essentials.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Punctuation II

Further explore punctuation in writing to ensure clarity of meaning.

Quiz: Assess Your Understanding

Take a Quiz to check your understanding of punctuation essentials

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to check your understanding of paragraph essentials.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: ESSAY ESSENTIALS

Study: Essay Essentials I

Learn about the basic structure of an essay.

Duration: 0 hrs 40 mins

Study: Essay Essentials II

Learn about essay development and support.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 30 mins

Test (CS): The Building Blocks of Composition

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): The Building Blocks of Composition

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

Duration: 0 hrs 45 mins Scoring: 50 points

UNIT 13: 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Writing Illustration Paragraphs

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

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

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

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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins 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 ILLUST RATION WRAP-UP

Review: Paragraphs: Example and Illustration

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Paragraphs: Example and Illustration

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Paragraphs: Example and Illustration

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

Duration: 0 hrs 45 mins Scoring: 50 points

UNIT 14: 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to check your understanding of process paragraphs.

Study: Writing Cause-and-Effect Paragraphs

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

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins 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 hrs 30 mins

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

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

Duration: 0 hrs 30 mins Scoring: 20 points

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

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

Duration: 0 hrs 45 mins Scoring: 50 points

UNIT 15: PARAGRAPHS: DESCRIPTION AND CLASSIFICATION/DIVISION

LESSON 1: COMPOSITION: DESCRIPTION AND CLASSIFICATION/DIVISION PARAGRAPHS

Study: Writing Description Paragraphs

Improve your ability to write effective descriptions.

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of description paragraphs.

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of parallelism.

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins 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 hrs 30 mins

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

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

Duration: 0 hrs 30 mins Scoring: 20 points

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

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

UNIT 16: 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of personal writing.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Practice Writing Personal Essays

Practice strategies for developing a personal essay.

Duration: 0 hrs 40 mins

LESSON 2: GRAMMAR: PRONOUNS

Study: Pronouns

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

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of pronouns.

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of appropriate language.

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit a personal essay.

Duration: 1 hr 30 mins Scoring: 100 points

LESSON 6: ESSAYS: PERSONAL WRITING WRAP-UP

Review: Essays: Personal Writing

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Essays: Personal Writing

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

Test (TS): Essays: Personal Writing

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

Duration: 0 hrs 45 mins Scoring: 50 points

UNIT 17: 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Practice Writing Compare-and-Contrast Essays

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

Duration: 0 hrs 40 mins

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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit a compare-and-contrast essay.

Duration: 1 hr 30 mins 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 hrs 30 mins

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

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

Duration: 0 hrs 30 mins Scoring: 20 points

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

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

Duration: 0 hrs 45 mins Scoring: 50 points

UNIT 18: ESSAYS: PERSUASIVE WRITING

LESSON 1: COMPOSITION: PERSUASIVE WRITING ESSAYS

Study: Writing Persuasive Essays

Learn about the hallmarks of effective persuasive writing.

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of persuasive writing.

Duration: 0 hrs 20 mins Scoring: 10 points

Study: Practice Writing Persuasive Essays

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

Duration: 0 hrs 40 mins

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 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of modifiers.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 3: STYLE: FIGURATIVE LANGUAGE

Study: Figurative Language

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

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

Take a guiz to assess your understanding of figurative language.

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit a persuasive essay.

Duration: 1 hr 30 mins Scoring: 100 points

LESSON 6: ESSAYS: PERSUASIVE WRITING WRAP-UP

Review: Essays: Persuasive Writing

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Essays: Persuasive Writing

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Essays: Persuasive Writing

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

Duration: 0 hrs 45 mins Scoring: 50 points

UNIT 19: 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

LESSON 2: GRAMMAR: RUN-ONS AND FRAGMENTS

Study: Run-Ons and Fragments

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

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit an essay about a work of literature.

LESSON 6: ESSAYS: WRITING ABOUT LITERATURE WRAP-UP

Review: Essays: Writing about Literature

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

Test (CS): Essays: Writing About Literature

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Essays: Writing about Literature

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

Duration: 0 hrs 45 mins Scoring: 50 points

UNIT 20: 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your understanding of business correspondence.

Duration: 0 hrs 20 mins 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 hrs 40 mins

LESSON 2: GRAMMAR: MECHANICS

Study: Mechanics

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

Duration: 0 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

LESSON 5: WRITING PRACTICE

Practice: Submit Your Composition

Write and submit an example of business correspondence.

Duration: 1 hr 30 mins 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 hrs 30 mins

Test (CS): Writing in the Workplace

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

Duration: 0 hrs 30 mins Scoring: 20 points

Test (TS): Writing in the Workplace

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