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# Career and College Readiness

Curriculum Guide

Scranton School District

Scranton, PA



**Scranton School District  
Curriculum Guide**

**Career and College Readiness**

**Prerequisites:**

- Successful completion of English I and English II
- This is an elective course, so no prerequisites are required. However, it is suggested that students who elect to take this course have maintained a B average or above in English courses.

The Career and College Readiness Course intends to prepare students for the rigors of college level reading, writing, listening, speaking, and critical thinking for post-secondary education and employment. The focus will be on analyzing a variety of reading material for author's purpose, tone, and organization. Using multi-genre texts, students will annotate, infer, draw conclusions, and detect relationships between generalizations and supporting details. In addition, students will focus on public speaking and various forms of communication including the integration of current technology and media.

This course will enhance students' critical analysis and written discourse through a strong focus on the synthesis and production of various rhetorical strategies for composition, including the resume and other business writing. Through the writing process, students will refine topics, develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences and purposes particularly in the business sector. The usage of technology for research, writing and presentation will be on-going.

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Year-at-a-glance

<b>Subject: Career and College Readiness</b>	<b>Grade Level 11<sup>th</sup>-12<sup>th</sup></b>	<b>Date Completed: 4/3/2017</b>
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**1<sup>st</sup> Quarter**

<b>Topic</b>	<b>Resources</b>	<b>Academic Standards</b>
Introduction to the Four Modes of Writing	Teacher-created Resources Model Texts	CC.1.4.11-12.D, E, F, T, U, X
Introduction to the Six Traits of Writing	Teacher-created Resources Six Traits Writing Rubric Common Core Rubric Model Essays	CC.1.4.11-12.D, E, F, T, U, X
Reading Strategies/Test taking Strategies/Note-taking Strategies	Teacher-created Resources Student Selected Texts	CC.1.2.11-12A,B,C,D,E, F,G,H,I,J,K,L
The Writing Process	Teacher-created Resources Model Essays	CC.1.4.11-12.T
Narration	Teacher-created Resources Model Essays	CC.1.4.11-12.M, N, O, P, Q, R
Peer Workshop / Using Google Docs	Peer Workshop Guides Google Docs	CC.1.4.11-12.T, U

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Description	Teacher-created Resources Model Essays	CC.1.4.11-12.M, N, O, P, Q, R
Exemplification	Teacher-created Resources Model Essays	CC.1.4.11-12.A, B, C, D, E, F

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**2<sup>nd</sup> Quarter**

<b>Topic</b>	<b>Resources</b>	<b>Academic Standards</b>
Process	Teacher-created Resources Model Essays	CC.1.4.11-12.A, B, C, D, E, F
Comparison and Contrast	Teacher-created Resources Model Essays	CC.1.4.11-12.A, B, C, D, E, F
Cause and Effect	Teacher-created Resources Model Essays	CC.1.4.11-12.A, B, C, D, E, F
Definition	Teacher-created Resources Model Essays	CC.1.4.11-12.A, B, C, D, E, F
Composing an MLA Research Paper-Career Research The Research Process	Teacher-created Resources	CC.1.4.11-12.A, B, C, D, E, F, T, U, V, W, X

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**3<sup>rd</sup> Quarter**

<b>Topic</b>	<b>Resources</b>	<b>Academic Standards</b>
Research Project (continued) and Presentation-Career Project	Teacher-created Resources	CC.1.4.11-12.A, B,C, D, E, F, G
Writing a Resume	Resume	CC.1.4.11-12.A, B, C, D, E, F
Writing a Cover Letter	Cover Letter	CC.1.4.11-12.A, B, C, D, E, F
Tools of Rhetoric	Teacher-created Resources Commercials Print Ads	CC.1.4.11-12.G, H, I, J, K, L, W, X
Logical Fallacies	Teacher-created Resources	CC.1.4.11-12.I, J
Argumentation	Teacher-created Resources Model Essays	CC.1.4.11-12.G, H, I, J, K, L, W, X

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**4<sup>th</sup> Quarter**

Topic	Resources	Academic Standards
Persuasive Speech	Teacher-created Resources	CC.1.5.11-12.D
Literary Analysis	Teacher-selected Novel or Play Teacher-created Resources Model Essays	CC.1.4.11-12.S, U, V, W, X
Composing an APA Research Paper The Research Process	Teacher-created Resources	CC.1.4.11-12.A, B, C, D, E, F, T, U, V, W, X
Demonstration Speech	Teacher-created Resources	CC.1.5.11-12.D
Final Exam and Review Building a Portfolio	Writing Portfolio Assignment	CC.1.4.11-12U

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General Topic	Academic Standard(s)	Essential Knowledge, Skills & Vocabulary	Resources & Activities	Assessments	Suggested Time
<b>Quarter 1 The Four Modes of Writing</b>	CC.1.4.11-12.D, E, F, T, U, X	<ul style="list-style-type: none"> <li>● mode</li> <li>● narration</li> <li>● description</li> <li>● persuasion</li> <li>● exemplification</li> </ul>	Teacher-created Resources  Model Texts	Teacher prepared tests, quizzes, etc.	1 Day
<b>Introduction to the Six Traits of Writing</b>	CC.1.4.11-12.D, E, F, T, U, X	<ul style="list-style-type: none"> <li>● content</li> <li>● organization</li> <li>● word choice</li> <li>● voice</li> <li>● style</li> <li>● sentence fluency</li> <li>● conventions</li> <li>● presentation</li> </ul>	Teacher- created Resources  Six Traits Writing Rubric/Common Core  Model Essays	Teacher prepared tests, quizzes, etc.	2 Days
<b>Reading Strategies Test Taking Strategies Note-taking Strategies</b>	CC.12.11-12A,B,C,D,E,F,G,H,I,J,K,L	<ul style="list-style-type: none"> <li>● annotate</li> <li>● skim</li> <li>● scan</li> <li>● main idea</li> <li>● supporting details</li> <li>● critical thinking</li> </ul>	Teacher-created Resources  Student-selected Texts	Teacher prepared tests, quizzes, etc.  Note-taking Samples  Problem solving Exercises	4 Days



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<p><b>The Writing Process</b></p>	<p>CC.1.4.11-12.T</p>	<ul style="list-style-type: none"> <li>● brainstorming</li> <li>● prewriting</li> <li>● drafting</li> <li>● editing</li> <li>● proofreading</li> <li>● revision</li> <li>● purpose</li> <li>● audience</li> <li>● freewriting</li> <li>● clustering</li> <li>● informal outline</li> <li>● thesis statement</li> </ul>	<p>Teacher-created Resources</p> <p>Model Essays</p>	<p>Teacher prepared tests, quizzes, etc.</p> <p>Writing exercises/paragraphs</p>	<p>2 Days</p>
<p><b>Narration</b></p>	<p>CC.1.4.11-12.M, N, O, P, Q, R</p>	<p><b>Six-Trait Focus: Voice</b></p> <ul style="list-style-type: none"> <li>● narration</li> <li>● chronological order</li> <li>● flashback</li> <li>● verb tense</li> <li>● transition</li> <li>● cliché</li> </ul>	<p>Teacher-created Resources</p> <p>Model Essays</p>	<p>Prewriting</p> <p>Rough Draft of Essay</p>	<p>8 Days</p>

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<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Essay	2 Days
<b>Description</b>	CC.1.4.11-12.M, N, O, P, Q, R	<b>Six-Trait Focus: Word Choice</b> <ul style="list-style-type: none"> <li>● description</li> <li>● objective description</li> <li>● subjective description</li> <li>● connotation</li> <li>● denotation</li> <li>● implied thesis</li> <li>● explicit thesis</li> </ul>	Teacher-created Resources  Model Essays	Prewriting Rough Draft of Essay	8 Days
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Essay	2 Days

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<b>Exemplification</b>	CC.1.4.11-12.A, B, C, D, E, F	<b>Six-Trait Focus: Content</b> <ul style="list-style-type: none"> <li>● exemplification</li> <li>● chronologically</li> <li>● order of importance</li> <li>● order of increasing complexity</li> </ul>	Teacher-created Resources  Model Essays	Prewriting Rough Draft of Essay	8 Days
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Essay	2 Days
<b>Reflective Writing</b>	CC.1.4.11-12.T		Reflective Writing Assignment Guide Teacher-created Resources Model Essays	Prewriting Rough Draft of Essay	4 Days
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Essay	2 Days

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General Topic	Academic Standard(s)	Essential Knowledge, Skills & Vocabulary	Resources & Activities	Assessments	Suggested Time
<b>Quarter 2 Process</b>	CC.1.4.11-12.A, B, C, D, E, F	<b>Six-Trait Focus: Organization</b> <ul style="list-style-type: none"> <li>● process</li> <li>● explanation</li> </ul>	Teacher-created Resources  Model Texts	Teacher prepared tests, quizzes, etc.  Prewriting Rough Draft of Essay	8 Days
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Essay	2 Days
<b>Comparison and Contrast</b>	CC.1.4.11-12.A, B, C, D, E, F	<b>Six-Trait Focus: Sentence Fluency</b> <ul style="list-style-type: none"> <li>● comparison and contrast</li> <li>● evaluate</li> <li>● point-by-point comparison</li> <li>● transitional paragraph</li> </ul>	Teacher-created Resources  Model Essays  Student-selected Texts	Teacher prepared tests, quizzes, etc.  Prewriting Rough Draft of Essay	8 Days
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Essay	2 Days

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<b>Cause and Effect</b>	CC.1.4.11-12.A, B, C, D, E, F	<b>Six-Trait Focus: Conventions</b> <ul style="list-style-type: none"> <li>● cause and effect</li> <li>● main cause</li> <li>● contributory cause</li> <li>● immediate cause</li> <li>● remote cause</li> </ul>	Teacher-created Resources  Model Essays	Cause/Effect Essay  Prewriting Rough Draft of Essay	8 Days
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Essay	2 Days
<b>Definition</b>	CC.1.4.11-12.A, B, C, D, E, F	<ul style="list-style-type: none"> <li>● formal definition</li> <li>● extended definition</li> <li>● pattern of development</li> <li>● synonym</li> <li>● negation</li> <li>● enumeration</li> <li>● analogy</li> <li>● origin and development</li> </ul>	Teacher-created Resources  Model Essays	Definition Essay  Prewriting Rough Draft of Essay	8 Days

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<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Essay	2 Days
<b>Composing a Research Paper in the MLA format/Career Project How to Research</b>	CC.1.4.11-12.A, B, C, D, E, F, T, U, V, W, X	<ul style="list-style-type: none"> <li>● validity of resources</li> <li>● MLA format</li> </ul>	Teacher-created Resources  Library Databases	Choosing valid resources for paper	5 Days

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<b>General Topic</b>	<b>Academic Standard(s)</b>	<b>Essential Knowledge, Skills &amp; Vocabulary</b>	<b>Resources &amp; Activities</b>	<b>Assessments</b>	<b>Suggested Time</b>
<b>Quarter 3 Composing a Research Paper in the MLA format/Career Project</b>	CC.1.4.11-12.A, B, C, D, E, F, T, U, V, W, X	<ul style="list-style-type: none"> <li>● thesis statement</li> <li>● outline</li> <li>● MLA format</li> </ul>	Teacher-created Resources Prewriting Rough Draft	Research Paper Rough Draft	8 Days
<b>Creating a Works Cited Page</b>	CC.1.4.11-12.A, B, C, D, E, F, T, U, V, W, X	<ul style="list-style-type: none"> <li>● works cited page</li> </ul>	Teacher-created Resources	Research Paper Rough Draft	1 Day
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft of Research Paper	2 Days
<b>Career Project Presentations</b>	CC.1.5.11-12.A,B,C,D,E,F,G	<ul style="list-style-type: none"> <li>● main ideas</li> <li>● elocution</li> <li>● voice</li> </ul>	Teacher-created Resources  Google Slides	Student Presentations	5 Days
<b>Guest Career Presentations</b>			Guest Presenters from area businesses to present their career paths and experience	Discussion	10 Days

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<b>Writing a Resume</b>	CC.1.4.11-12. A,B, C, D, E, F	<b>Six-Trait Focus: Organization</b> <ul style="list-style-type: none"> <li>● resume</li> </ul>	Model Resumes	Resume	3 Days
<b>Writing a Cover Letter</b>	CC.1.4.11-12. A,B, C, D, E, F	<b>Six Trait Focus: Content</b> <ul style="list-style-type: none"> <li>● cover letter</li> </ul>	Model Cover Letters	Cover Letter	2 Days
<b>Tools of Rhetoric</b>	CC.1.4.11-12.G,H,I,J,K,L, W, X	<ul style="list-style-type: none"> <li>● appeal</li> <li>● ethos</li> <li>● pathos</li> <li>● logos</li> </ul>	Commercials Print Ads	Teacher prepared tests, quizzes, etc.	2 Days



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<b>Logical Fallacies</b>	CC.1.4.11-12.G,H,I,J,K,L, W, X	<ul style="list-style-type: none"> <li>● fallacy</li> <li>● analogy</li> <li>● begging the question</li> <li>● argument from analogy</li> <li>● ad hominem</li> <li>● hasty generalization</li> <li>● either/or fallacy</li> <li>● red herring</li> <li>● tu quoque</li>   <li>● appeal to doubtful authority</li> <li>● misleading statistics</li> <li>● post hoc reasoning</li> <li>● non sequitur</li> </ul>	Teacher-created Resources	Teacher prepared tests, quizzes, etc.	4 Days
<b>Argumentation</b>	CC.1.4.11-12.G,H,I,J,K,L, W, X		Teacher-created Resources  Model Essays	Persuasive Essay  Prewriting Rough Draft of Essay	8 Days

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<b>General Topic</b>	<b>Academic Standard(s)</b>	<b>Essential Knowledge, Skills &amp; Vocabulary</b>	<b>Resources &amp; Activities</b>	<b>Assessments</b>	<b>Suggested Time</b>
<b>Quarter 4 Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft Essay	2 Days
<b>Persuasive Speech</b>	CC.1.5.11-12. A,B,C,D,E,F,G		Teacher-created resources	Speech	5 Days
<b>Literary Analysis</b>	CC.1.4.11-12. S,U,V,W,X		Teacher-created Resources  Teacher selected novel, play, or poem	Prewriting Rough Draft	8 Days
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides  Google Docs	Final Draft Essay	2 Days
<b>Composing a Research Paper in the APA format</b>	CC.1.4.11-12.A, B, C, D, E, F, T, U, V, W, X		Teacher-created Resources Prewriting Rough Draft	Prewriting Rough Draft Research Paper	12 Days
<b>Creating an Abstract Page</b>	CC.1.4.11-12.A, B, C, D, E, F, T, U, V, W, X	<ul style="list-style-type: none"> <li>● abstract</li> <li>● paraphrasing</li> <li>● summarizing</li> </ul>	Abstract Page creation	Abstract Page Research Paper	2 Days

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<b>Creating Reference Page</b>	CC.1.4.11-12.A, B, C, D, E, F, T, U, V, W, X	<ul style="list-style-type: none"> <li>Reference page</li> </ul>	Reference Page creation	Reference Page Research Paper	2 Days
<b>Peer Workshop</b>	CC.1.4.11-12.T, U		Peer Workshop Guides Google Docs	Final Draft APA Research Paper	2 Days
<b>Demonstration Speech</b>	CC.1.5.11-12.A,B,C,D,E,F,G		Teacher-created Resources	Speech	7 Days
<b>Final Exam and Review: Final Portfolio Creation and Teacher Conferencing</b>	CC.1.4.11-12.T, U	Culminating Project	Teacher-created Resources		3 Days