

CTE Technical Writing

- PS 1 **Technical Writing:** Plan, write, revise, and use proper documentation of source information for writing text.
- PS 2 **Technical Writing:** Compose, analyze, edit and format a variety of business documents.
- PS 3 **Technical Reading:** Read and demonstrate comprehension of science, business, or technology publications.
- PS 4 **Technical Reports:** Compose, analyze, edit, and format a variety of technical reports.
- PS 5 **Technical Research:** Evaluate and collect information to solve problems. Identify and locate secondary sources, document secondary sources, evaluate and take notes from sources, and collect primary data.
- PS 6 **Presentation:** Using the appropriate technology, prepare and present information on a variety of workplace topics.
- PS 7 **Ethics:** Demonstrate and describe the principles of technical communicators as fair, professional, and honest all times.
- PS 8 **Brief Correspondence and Employment Communication:** Research, analyze, evaluate, and compose brief correspondence and employment communication documents.
- PS 9 **Career Awareness:** Investigate and demonstrate knowledge of various business career opportunities.
- PS 10 **Employability:** Identify, understand, and apply employability skills and workplace readiness skills as required by employers.
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- P11 Determine two or more themes or central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to produce a complex account; provide an objective summary of the text. (12.RL.2)
- P11 Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain. (12.RI.1)
- Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence. (12.W.1)
- P11
- Introduce precise, knowledgeable claim(s), establish the significance of the claim(s), distinguish the claim(s) from alternate or opposing claims, and create an organization that logically sequences claim(s), counterclaims, reasons, and evidence.
 - Develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience's knowledge level, concerns, values, and possible biases.
 - Use words, phrases, and clauses as well as varied syntax to link the major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims.
 - Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing.
 - Provide a concluding statement or section that follows from and supports the argument presented.
- P11 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (12.W.4)
- P11 Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information. (12.W.6)
- P11 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation. (12.W.8)
- P11 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. (12.L.1)

- P11 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing. (12.L.2)
- P11 Demonstrate understanding of figurative language, word relationships, and nuances in word meanings. (12.L.5)
- P11 Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression. (12.L.6)
- P11 Present information, findings, and supportive evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks. (12.SL.4)
- PS 12 9-10.RST.4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–10 texts and topics.
- PS 13 9-10.RST.7 Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words.
- PS 14 9-10.WHST.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.
- PS 15 9-10.WHST.8 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation