



MISSOURI
Communication Arts Grade Level Expectations Grade 9-12
***Writer's Choice: Grammar and Composition Grade 10* © 2005**

OBJECTIVES	PAGE REFERENCES
Writing	
1 Apply a writing process in composing text	
A Writing Process	
Follow a writing process to	SE: 12-15, 60-63, 132-134, 328-331, 836, 91
• independently create appropriate graphic organizers as needed	TWE: ELL 62 T 25, 329, 837
• apply writing process to write effectively in various forms and types of writing	SE: 28-31, 94-97, 152-155, 200-203, 262-265, 310-313, 909-912, 956-959
2 Compose well-developed text using standard English conventions	
A Handwriting	
B Capitalization	
Use conventions of capitalization in written text	SE: 713-714, 715-721, 722-725, 726-731, 766-768 <i>Editing/Proofreading Checklist</i> 97, 265 <i>Grammar Tip</i> 327 TWE: EE 768 WRW 719
C Punctuation	
In composing text, use	SE: 336-341, 755-757, 758-759, 963, 964, 965
• correct formatting (e.g., quotation marks, italics and underlining) in citations	TWE: T 338
• hyphens for compound adjectives	SE: 763-765
D Parts of Speech	
Use parts of speech correctly in written text	SE: <i>Editing/Proofreading Checklist</i> 31, 97, 155, 203, 262, 313 <i>Proofreading</i> 155, 313 <i>Technology Tip</i> 911 TWE: GT 911
E Spelling	
In writing, use dictionary, spell-check and other resources to spell correctly	SE: 812-815 <i>Proofreading</i> 155, 313 <i>Technology Tip</i> 911 TWE: C 815 EE 815
F Sentence Construction	
In composing text, use	SE: 29-31, 94-97, 154-155, 201-203, 262-265, 311-313, 360-364
• a variety of sentence structure and length for stylistic effect	
• cohesive devices	SE: 29-31, 94-97, 154-155, 201-203, 262-265, 311-313, 360-364 TWE: T 363

OBJECTIVES	PAGE REFERENCES
<ul style="list-style-type: none"> • active voice construction 	SE: 29-31, 94-97, 154-155, 201-203, 262-265, 311-313, 360-364 TWE: T 363
3 Write effectively in various forms and types of writing	
A Narrative and Descriptive Writing	
Write a personal narrative for real-life experiences (e.g., scholarships, applications and postsecondary/college essays)	SE: 170-173, 188-191, 200-203, 252-257, 422-423 TWE: CC 255
B Note-Taking	
Routinely use an appropriate method for note-taking	SE: 12-15, 16-19, 20-23, 132-135, 322-327 TWE: ES 22 T 325, 326
C Expository and Persuasive Writing	
Write	SE: 220-223, 240-243, 249-251, 282-283 TWE: JWT 221, 255
<ul style="list-style-type: none"> • multi-paragraph informative and persuasive essays with <ul style="list-style-type: none"> > an effective thesis statement 	
<ul style="list-style-type: none"> > effective paragraphing 	SE: 232-235, 236-239, 240-243, 253-257, 262-265, 286-289, 290-293 TWE: T 292
<ul style="list-style-type: none"> > convincing elaboration through specific and relevant details 	SE: 220-223, 224-227, 228-230, 232-239, 244-247, 286-289 <i>Revising Tip 222</i>
<ul style="list-style-type: none"> > originality (freshness of thought) and individual perspective 	SE: 220-223, 236-239, 240-243, 286-289, 290-293, 294-297, 302-305, 310-313 TWE: C 313
<ul style="list-style-type: none"> > individual style and voice 	SE: 220-223, 240-243, 286-289, 290-293, 294-297, 302-305 TWE: EL 296 T 304 WRW 270
<ul style="list-style-type: none"> > complex ideas in a sustained and compelling manner 	SE: 224-227, 232-235, 236-239, 249-251, 253-257, 290-293, 294-297 TWE: SN 292
<ul style="list-style-type: none"> • multi-paragraph texts that <ul style="list-style-type: none"> > interpret, evaluate or persuade 	SE: 228-230, 232-235, 240-243, 249-251, 253-257, 294-297, 310-313, 960-962
<ul style="list-style-type: none"> > use specific rhetorical devices 	SE: 258-261, 290-293, 298-301 TWE: CC 273 LPR 260 T 300
<ul style="list-style-type: none"> > use relevant evidence to defend a position 	SE: 282-283, 286-289, 296-297, 298-301, 302-305, 306-309
<ul style="list-style-type: none"> • a reflective paper that compares specific incidents and themes 	SE: 252-257, 258-261, 286-289, 290-293, 306-309, 310-313, 960-962
<ul style="list-style-type: none"> • an analysis and/or evaluation on the use of imagery, language, themes, stylistic devices and tone in literature 	SE: 252-257, 258-261, 290-293, 294-297, 306-309, 310-313 TWE: EL 308 JWT 253 T 317

OBJECTIVES	PAGE REFERENCES
D Summary Writing	
Write <ul style="list-style-type: none"> a multi-paragraph text that summarizes large amounts of information clearly and concisely 	SE: 12-15, 20-23, 24-27, 192-195, 248-251, 252-255 TWE: C 195 ELL 254 T 27, 193
<ul style="list-style-type: none"> complete research papers/projects that develop a thesis, contain information from multiple sources and conform to a style manual (e.g., APA, MLA) 	SE: 314-317, 322-327, 328-331, 332-335, 336-341, 342-345, 346-356, 960-965
E Audience and Purpose	
Compose texts <ul style="list-style-type: none"> for a variety of career and workplace communications (e.g., job application, résumé, cover letter, college application essay, thank-you note, follow-up note, forms, project proposal, brochure and/or concise directions) 	SE: 252-257, 302-305, 413-419, 420-423, 424-430, 431-433 TWE: CC 418 EE 304 JWT 253 RWC 256, 422 T 421
<ul style="list-style-type: none"> for various audiences and purposes, selecting and applying appropriate format, style, tone and point of view 	SE: 56-59, 90-93, 140-143, 224-227, 248-251, 290-293, 298-301 TWE: C 227 ELL 142 JWT 91
Listening and Speaking	
1 Develop and apply effective listening skills and strategies	
A Purpose for Listening	
Listen <ul style="list-style-type: none"> for enjoyment 	SE: 93, 187, 191, 883-884 TWE: LS 97
<ul style="list-style-type: none"> for information 	SE: 23, 59, 81, 85, 135, 139, 199, 239, 243, 251
<ul style="list-style-type: none"> for directions 	SE: 135, 231, 883-884 TWE: T 884
<ul style="list-style-type: none"> critically to summarize and evaluate communications that inform, persuade and entertain 	SE: 23, 49, 59, 81, 147, 187, 191 TWE: LS 97, 111 VR 167 WRW 113
<ul style="list-style-type: none"> to evaluate own and others' effectiveness in presentations and group discussions, using provided criteria 	SE: 23, 59, 67, 85, 93, 143, 147, 151 TWE: LS 111, 115
<ul style="list-style-type: none"> to evaluate the validity and reliability of speaker's message 	SE: 23, 59, 179, 183, 239, 251, 285, 884-886 TWE: C 179 LS 97
B Listening Behavior	
Use active-listening behaviors (e.g., asks questions of speaker and uses body language and facial expressions to indicate agreement, disagreement or confusion)	SE: 67, 93, 139, 239, 285, 289 TWE: LS 97, 111, 115 VR 167

OBJECTIVES	PAGE REFERENCES
2 Develop and apply effective speaking skills and strategies for various audiences and purposes	
A Discussion and Presentation	
In discussions and presentations, • create concise presentations on a variety of topics	SE: 23, 71, 75, 187, 239, 251, 301 TWE: CL 114, 116 VR 110, 167
• incorporate appropriate media or technology	SE: 49, 75, 89, 187, 297, 301 TWE: RWC 37
• respond to feedback	SE: 309, 887-890 TWE: C 313 CL 116 CoCo 273
• defend ideas	SE: 71, 92, 239, 251, 289, 887-890 TWE: CL 38
• demonstrate poise and self-control	SE: 89, 187, 239, 251, 289 TWE: CL 116 ELL 104 LS 97 VR 167
B Giving Directions	
Give clear and concise multi-step oral directions to perform complex procedures and/or tasks	SE: 228-231, 887-890 TWE: ELL 230 JWT 229 T 229, 230
Information Literacy	
1 Develop and apply effective research process skills to gather, analyze and evaluate information	
A Research Plan	
Develop an appropriate research plan to guide investigation and research of focus questions	SE: 60-63, 286-289 TWE: C 63, 289 CL 280 ELL 62 T 62 WRW 326
B Acquire Information	
Locate and use multiple primary and secondary sources to • select relevant and credible information	SE: 60-63, 286-289, 322-327, 801-803, 806-807, 808-810, 960-961 TWE: CT 327 ELL 324, 325 WRW 326
• evaluate reliability of information	SE: 60-63, 286-289, 322-327, 801-803, 806-807, 808-810, 960-961 TWE: CT 327 ELL 324, 325 WRW 326
• evaluate reliability of sources	SE: 60-63, 286-289, 322-327, 801-803, 806-807, 808-810, 960-961 TWE: CT 327 ELL 324, 325 WRW 326

OBJECTIVES	PAGE REFERENCES
C Record Information	
Record relevant information from multiple primary and secondary sources	SE: 12-15, 16-19, 20-23, 132-135, 322-327 TWE: ES 22 T 325, 326
D Sources Consulted	
Cite sources of information using a standard method of documentation	SE: 322-327, 336-341, 961-962, 963-965 TWE: ELL 338, 339 T 325, 338, 339, 340
2 Develop and apply effective skills and strategies to analyze and evaluate oral and visual media	
A Media Messages	
Analyze, describe and evaluate the elements of messages projected in various media (e.g., videos, pictures, websites, artwork, plays and/or news programs)	SE: 895-901, 902-904 TWE: CC 898 EE 899, 901 T 901, 903, 904 VR 897, 903

Codes Used for TWE Pages

C	Close
CC	Cultural Connections
CL	Cooperative Learning
CoCo	Comparing and Contrasting
CT	Critical Thinking
EE	Enrichment and Extension
EL	Exploring Language
ELL	English Language Learners
ES	Enabling Strategies
GT	Gifted and Talented
JWT	Journal Writing Tip
LPR	Less Proficient Readers
LS	Listening and Speaking
RWC	Real World Connection
SN	Special Needs
T	Teach
VR	Viewing and Representing
WRW	Writing in the Real World