



MISSOURI

Communication Arts Grade Level Expectations Grade 9-12 *Writer's Choice: Grammar and Composition Grade 11* © 2005

OBJECTIVES	PAGE REFERENCES
Writing	
1 Apply a writing process in composing text	
A Writing Process	
Follow a writing process to	SE: 8-10, 28-30, 56-59, 72-74, 96-98, 178-180, 186-188, 226-231, 232-235, 422-426
<ul style="list-style-type: none"> independently create appropriate graphic organizers as needed 	
<ul style="list-style-type: none"> apply writing process to write effectively in various forms and types of writing 	SE: 52-55, 56-59, 60-63, 64-67, 68-71, 72-75, 76-81, 82-85, 86-89, 90-95
2 Compose well-developed text using standard English conventions	
A Handwriting	
B Capitalization	
Use conventions of capitalization in written text	SE: 693-695, 696-701, 702-707 <i>Editing/Proofreading Checklist</i> 39, 91, 103 <i>Grammar Link</i> 23 TWE: C 695, 707 EE 695 ELL 694, 697, 703
C Punctuation	
In composing text, use	SE: 338-343, 735-738, 739-740, 925-926, 927, 928, 929
<ul style="list-style-type: none"> correct formatting (e.g., quotation marks, italics and underlining) in citations 	TWE: C 738 EE 737 ELL 342 T 341
<ul style="list-style-type: none"> hyphens for compound adjectives 	SE: 744-746 TWE: C 746 T 744
D Parts of Speech	
Use parts of speech correctly in written text	SE: 435-441, 442-448, 449-455, 456-461, 464-467, 468-471, 472-478, 479 <i>Grammar Link</i> 59, 213
E Spelling	
In writing, use dictionary, spell-check and other resources to spell correctly	SE: 784-786, 798-799, 801, 802-803 TWE: A 247, 297 C 803 EE 799 ELL 800 T 799 TT 801

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F Sentence Construction	
In composing text, use <ul style="list-style-type: none"> • a variety of sentence structure and length for stylistic effect 	SE: 360-363, 364-367, 368-371, 372-375, 376-379, 380-381 TWE: ELL 361 T 361, 362, 363
<ul style="list-style-type: none"> • cohesive devices 	SE: 360-363, 364-367, 368-371, 372-375, 376-379, 380-381 TWE: ELL 361 T 361, 362, 363
<ul style="list-style-type: none"> • active voice construction 	SE: 592, 594-598, 599 TWE: ELL 592 T 594
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: 24-27, 36-39, 172-177, 178-181, 182-185, 186-189, 194-197 TWE: C 27, 39 T 26
B Note-Taking	
Routinely use an appropriate method for note-taking	SE: 16-19, 68-71, 133, 239, 324-329, 805 TWE: C 71 JWT 69, 133 T 327, 328
C Expository and Persuasive Writing	
Write <ul style="list-style-type: none"> • multi-paragraph informative and persuasive essays with <ul style="list-style-type: none"> > an effective thesis statement 	SE: 227-231, 270-273, 330-333, 920-923 TWE: C 273 ELL 332 T 271
<ul style="list-style-type: none"> > effective paragraphing 	SE: 72-75, 76-81, 82-85, 214-217, 917-919, 920 TWE: C 75 JWT 79 T 73, 74, 78, 79
<ul style="list-style-type: none"> > convincing elaboration through specific and relevant details 	SE: 60-63, 68-71, 186-189, 214-217, 252-255, 274-277, 278-281, 920, 971 TWE: C 189
<ul style="list-style-type: none"> > originality (freshness of thought) and individual perspective 	SE: 60-63, 68-71, 186-189, 214-217, 252-255, 274-277, 278-281, 920, 971 TWE: CL 189
<ul style="list-style-type: none"> > individual style and voice 	SE: 60-63, 68-71, 186-189, 214-217, 252-255, 274-277, 278-281, 920, 971 TWE: CL 189
<ul style="list-style-type: none"> > complex ideas in a sustained and compelling manner 	SE: 214-217, 218-221, 222-225, 226-231, 232-235, 237-239, 240-243, 270-273, 282-287, 288-293
<ul style="list-style-type: none"> • multi-paragraph texts that <ul style="list-style-type: none"> > interpret, evaluate or persuade 	SE: 218-221, 222-225, 226-231, 244-247, 248-251, 294-297, 298-301, 302-305 TWE: C 301 JWT 299

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<ul style="list-style-type: none"> > use specific rhetorical devices 	SE: 214-217, 222-225, 226-231, 236-239, 270-273, 274-277, 278-281, 282-287 TWE: CT 286 ELL 272 JWT 227
<ul style="list-style-type: none"> > use relevant evidence to defend a position 	SE: 60-63, 68-71, 186-189, 214-217, 252-255, 274-277, 278-281, 920, 971 TWE: C 189
<ul style="list-style-type: none"> • a reflective paper that compares specific incidents and themes 	SE: 232-235, 240-243, 244-247, 248-251, 302-305 TWE: C 235, 243, 251 T 245, 303
<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: 232-235, 240-243, 244-247, 248-251, 302-305 TWE: C 235, 243, 251 T 245, 303
D Summary Writing	
Write <ul style="list-style-type: none"> • a multi-paragraph text that summarizes large amounts of information clearly and concisely 	SE: 96-99, 140-143, 144-147, 178-181, 190-193, 226-231, 244-247, 248-251, 302-305
<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: 324-329, 330-333, 334-337, 338-343, 344-347, 348-356, 924-926, 927, 928, 929
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: 409-417, 418-421, 427-431 TWE: C 421 CL 421 CoL 411, 420 ELL 429 WRW 410
<ul style="list-style-type: none"> • for various audiences and purposes, selecting and applying appropriate format, style, tone and point of view 	SE: 20-23, 24-27, 182-185, 190-193, 236-239, 270-273, 294-297, 298-301, 330-333
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: 11, 31, 71, 177, 185, 193, 849-851 TWE: T 850
<ul style="list-style-type: none"> • for information 	SE: 15, 23, 75, 81, 135, 147, 151, 217, 273, 297, 305, 849-851 TWE: T 850
<ul style="list-style-type: none"> • for directions 	SE: 55, 221, 235, 849-851 TWE: T 850
<ul style="list-style-type: none"> • critically to summarize and evaluate communications that inform, persuade and entertain 	SE: 11, 15, 23, 31, 71, 151, 177, 185, 302-305, 850-851
<ul style="list-style-type: none"> • to evaluate own and others' effectiveness in presentations and group discussions, using provided criteria 	SE: 11, 15, 23, 31, 71, 151, 177, 305, 850-851 TWE: C 305

OBJECTIVES	PAGE REFERENCES
<ul style="list-style-type: none"> to evaluate the validity and reliability of speaker's message 	SE: 11, 15, 23, 31, 71, 151, 177, 185, 302-305, 850-851
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: 11, 15, 23, 31, 71, 151, 177, 302-305, 850-851 TWE: C 305
2 Develop and apply effective speaking skills and strategies for various audiences and purposes	
A Discussion and Presentation	
In discussions and presentations,	SE: 63, 71, 151, 193 TWE: C 99, 103, 193, 255 LS 117, 177, 197
<ul style="list-style-type: none"> create concise presentations on a variety of topics 	
<ul style="list-style-type: none"> incorporate appropriate media or technology 	SE: 63, 99, 151, 247, 281 TWE: CC 44 LS 113 VR 112
<ul style="list-style-type: none"> respond to feedback 	SE: 151, 193, 305, 852-854 TWE: C 305 CoL 118 ELL 88 LS 117, 197
<ul style="list-style-type: none"> defend ideas 	SE: 35, 63, 99, 247 TWE: C 255, 287 CT 42 LS 39
<ul style="list-style-type: none"> demonstrate poise and self-control 	SE: 151, 193, 852-854 TWE: C 71, 99, 103, 139 LS 117, 177, 197
B Giving Directions	
Give clear and concise multi-step oral directions to perform complex procedures and/or tasks	SE: 221 TWE: C 221 LPR 220
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: 324-329, 330-333, 853, 924-926 TWE: ELL 333 IC 853 T 325, 332
B Acquire Information	
Locate and use multiple primary and secondary sources to	SE: 324-329, 775-781, 781-782 TWE: ELL 326, 327, 779 T 776, 777, 778
<ul style="list-style-type: none"> select relevant and credible information 	
<ul style="list-style-type: none"> evaluate reliability of information 	SE: 324-329, 775-781, 781-782 TWE: ELL 326, 327, 779 T 776, 777, 778
<ul style="list-style-type: none"> evaluate reliability of sources 	SE: 324-329, 775-781, 781-782 TWE: ELL 326, 327, 779 T 776, 777, 778

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C Record Information	
Record relevant information from multiple primary and secondary sources	SE: 60-63, 68-71, 186-189, 214-217, 252-255, 274-277, 278-281, 920, 971 TWE: C 189
D Sources Consulted	
Cite sources of information using a standard method of documentation	SE: 324-329, 330-333, 334-337, 338-343, 344-347, 348-356, 924-926, 927, 928, 929
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: 148-151, 302-305, 771-772, 859-862, 863-865 TWE: C 151 CC 861 EL 772 JWT 149 T 303, 862

Codes Used for TWE Pages

A	Access
C	Close
CC	Compare and Contrast
CL	Civic Literacy
CoL	Cooperative Learning
CT	Critical Thinking
EE	Enrichment and Extension
EL	Exploring Language
ELL	English Language Learners
IC	Internet Connection
JWT	Journal Writing Tip
LPR	Less Proficient Readers
LS	Listening and Speaking
T	Teach
TT	Technology Tip
VR	Viewing and Representing
WRW	Writing in the Real World