



MISSOURI

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

OBJECTIVES	PAGE REFERENCES
Writing	
1 Apply a writing process in composing text	
A Writing Process	
Follow a writing process to	SE: 60-63, 144-147, 166-171, 252-254, 287, 419-423
<ul style="list-style-type: none"> independently create appropriate graphic organizers as needed 	TWE: LPR 250 T 250 VR 110
<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, 68-73, 74-77, 78-81, 82-85, 86-89
2 Compose well-developed text using standard English conventions	
A Handwriting	
B Capitalization	
Use conventions of capitalization in written text	SE: 691-693, 694-699 TWE: C 693, 699 CC 692 CL 695 EE 696, 697 T 696
C Punctuation	
In composing text, use	SE: 334-339, 730-733, 734-735
<ul style="list-style-type: none"> correct formatting (e.g., quotation marks, italics and underlining) in citations 	TWE: ELL 337 T 336, 338
<ul style="list-style-type: none"> hyphens for compound adjectives 	SE: 739-741 TWE: C 741 CL 740 T 739, 740
D Parts of Speech	
Use parts of speech correctly in written text	SE: 431-436, 437-443, 444-451, 452-457, 458-463, 464-466, 467-474, 475, 476-483
E Spelling	
In writing, use dictionary, spell-check and other resources to spell correctly	SE: 23, 143, 794-797, 797-799 TWE: CL 795, 799 EL 798 TT 796
F Sentence Construction	
In composing text, use	SE: 356-359, 360-363, 364-367, 368-371, 372-374, 375-377
<ul style="list-style-type: none"> a variety of sentence structure and length for stylistic effect 	TWE: C 359, 363 T 357, 358

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<ul style="list-style-type: none"> • cohesive devices 	SE: 74-77, 132-135, 216-219, 274-279, 330-333, 911-912 TWE: C 135 ELL 134 JWT 133 T 76
<ul style="list-style-type: none"> • active voice construction 	SE: 36-39, 180-183, 184-187, 212-215, 587-589 TWE: C 183 ELL 588 T 181, 587
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: 8-11, 16-19, 20-23, 24-27, 192-195 TWE: C 23 JWT 21, 195 LS 195 T 193
B Note-Taking	
Routinely use an appropriate method for note-taking	SE: 320-325, 331-333, 801-803 TWE: C 325 T 323, 324
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: 64-67, 74-77, 126-130, 220-225, 234-237, 274-279, 913 <i>Drafting Tip</i> 913 TWE: T 66
<ul style="list-style-type: none"> > effective paragraphing 	SE: 64-67, 74-77, 126-130, 220-225, 234-237, 274-279, 913
<ul style="list-style-type: none"> > convincing elaboration through specific and relevant details 	SE: 20-23, 28-31, 78-81, 212-215, 216-219, 220-225, 234-237, 238-243, 274-279, 280-283
<ul style="list-style-type: none"> > originality (freshness of thought) and individual perspective 	SE: 20-23, 32-35, 226-229, 230-233, 256-259, 294-297, 298-301, 302-305, 306-309 TWE: C 23
<ul style="list-style-type: none"> > individual style and voice 	SE: 20-23, 32-35, 226-229, 230-233, 256-259, 294-297, 298-301, 302-305, 306-309 TWE: C 23
<ul style="list-style-type: none"> > complex ideas in a sustained and compelling manner 	SE: 20-23, 28-31, 78-81, 212-215, 216-219, 220-225, 234-237, 238-243, 274-279, 280-283
<ul style="list-style-type: none"> • multi-paragraph texts that <ul style="list-style-type: none"> > interpret, evaluate or persuade 	SE: 12-15, 16-19, 28-31, 32-35, 98-101, 144-147, 226-229, 238-243
<ul style="list-style-type: none"> > use specific rhetorical devices 	SE: 82-85, 136-139, 140-143, 226-233, 298-301, 908-909 TWE: JWT 299 T 137
<ul style="list-style-type: none"> > use relevant evidence to defend a position 	SE: 78-81, 234-237, 248-251, 252-255, 280-283, 294-297, 298-301, 302-305 TWE: C 237, 251, 283 SN 254

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<ul style="list-style-type: none"> a reflective paper that compares specific incidents and themes 	SE: 8-11, 12-15, 16-19, 20-23, 32-35, 294-297, 298-301
<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: 8-11, 12-15, 16-19, 20-23, 32-35, 144-147, 294-297, 298-301 TWE: T 146
D Summary Writing	
Write <ul style="list-style-type: none"> a multi-paragraph text that summarizes large amounts of information clearly and concisely 	SE: 20-23, 132-135, 140-143, 188-191, 226-229, 238-243, 252-255, 294-297, 910-912
<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: 320-325, 326-329, 330-333, 334-339, 340-343, 344, 345, 917-919, 920, 921, 922
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: 20-23, 24-27, 234-237, 244-247, 405-413, 414-418 TWE: CiL 411 CL 417 JWT 25
<ul style="list-style-type: none"> for various audiences and purposes, selecting and applying appropriate format, style, tone and point of view 	SE: 32-35, 148-151, 188-191, 212-215, 216-219, 244-247, 274-279, 294-297
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, 63, 131, 175, 187, 219, 297, 301, 845-847 TWE: C 847 T 846
<ul style="list-style-type: none"> for information 	SE: 19, 23, 27, 89, 255, 845-847 TWE: C 847 LS 101 T 846
<ul style="list-style-type: none"> for directions 	SE: 215, 247, 279, 845-847 TWE: C 847 T 846
<ul style="list-style-type: none"> critically to summarize and evaluate communications that inform, persuade and entertain 	SE: 19, 247, 845, 847 TWE: C 847 T 846
<ul style="list-style-type: none"> to evaluate own and others' effectiveness in presentations and group discussions, using provided criteria 	SE: 27, 85, 175, 179, 183, 219, 237, 247, 279 TWE: LS 151
<ul style="list-style-type: none"> to evaluate the validity and reliability of speaker's message 	SE: 89, 183, 197, 219, 237, 243, 247, 279, 301
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: 183, 187, 215, 219, 237, 297, 301 TWE: EE 847 T 846

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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: 15, 73, 85, 175, 183, 297, 301, 848-850 TWE: C 850 LS 195
• incorporate appropriate media or technology	SE: 862-865, 877-881 TWE: CL 880 LS 111 T 878
• respond to feedback	SE: 19, 27, 85, 215, 219, 237, 242, 279, 301 TWE: LS 115, 210, 259
• defend ideas	SE: 187, 215, 247, 279
• demonstrate poise and self-control	SE: 183, 215, 219, 247, 301, 851-852, 853 TWE: T 849, 850
B Giving Directions	
Give clear and concise multi-step oral directions to perform complex procedures and/or tasks	SE: 216-219, 234-237 TWE: C 219 T 217, 218
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: 274-279, 320-325, 917-919 TWE: ELL 276 T 276, 277, 278, 322
B Acquire Information	
Locate and use multiple primary and secondary sources to • select relevant and credible information	SE: 20-23, 28-31, 78-81, 212-215, 216-219, 220-225, 234-237, 238-243, 274-279, 280-283
• evaluate reliability of information	SE: 280-283, 284-287, 320-325, 771-775, 803 TWE: CL 232, 803 T 282, 773-774, 775
• evaluate reliability of sources	SE: 280-283, 320-325, 771-775, 803 TWE: CL 232, 803 T 282, 285, 286, 773-774, 775
C Record Information	
Record relevant information from multiple primary and secondary sources	SE: 320-325, 330-335, 801-803, 917-918 TWE: T 324, 332
D Sources Consulted	
Cite sources of information using a standard method of documentation	SE: 334-339, 918-919, 920, 921, 922 TWE: ELL 337 T 336, 338
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: 855-859, 860-861 TWE: C 859 CC 856 CiL 861 T 856, 857, 858, 861 WRW 119

Codes Used for TWE Pages

C	Close
CC	Cultural Connections
CiL	Civic Literacy
CL	Cooperative Learning
EE	Enrichment and Extension
EL	Exploring Language
ELL	English Language Learners
JWT	Journal Writing Tip
LPR	Less Proficient Readers
LS	Listening and Speaking
SN	Special Needs
T	Teach
TT	Technology Tip
VR	Viewing and Representing
WRW	Writing in the Real World