

**English Department**  
**St. Marguerite d'Youville Catholic Secondary School**

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**Course Code: ENG 3E**  
**Course Name: English**  
**Level: Gr. 11 Workplace English**  
**Instructor:**  
**Period: 3**  
**Room Number:**



**Course Overview:** This course emphasizes the development of literacy, critical thinking and communication skills. Students will study the content, form, and style of informational texts and literary forms; write explanations, letters, and reports; and investigate the connections among media forms, audiences, and media industry practices. An important focus will be on using language clearly, accurately and effectively in a variety of contexts. The primary goal of Catholic education is to graduate young men and women who are discerning believers in the saving story of Christ. They are challenged to become responsible citizens, collaborative contributors, reflective, creative, holistic thinkers and self-directed life-long learners. The goal of the educator is to assist young people to think compassionately and reflectively and act in a manner consistent with the values of Jesus Christ.

**Specific Strands of Study and Expectations include:**

**LITERATURE STUDIES AND READING:**

- Read and demonstrate an understanding of a variety of challenging informational texts and literary works from various time periods, countries, and cultures, with an emphasis on assessing information, ideas and issues
- Demonstrate an understanding of the elements of a variety of forms of fiction, non-fiction, drama, poetry and informational material
- Identify elements of style in a variety of informational and literary texts, focusing on how the elements contribute to clear and accurate communication

**WRITING:**

- Use a range of print and electronic primary and secondary sources to gather and develop ideas for personal, school-related and workplace-related writing
- Identify informational and literary forms suited to various purposes and audiences and use the forms appropriately in their own writing
- Use organizational structures and patterns to produce coherent written work
- Revise their written work, independently and collaboratively, with a focus on accuracy of information, coherent organization and clear expression
- Edit and proofread to produce final drafts, using correctly the grammar, usage, spelling and punctuation conventions of standard Canadian English

**LANGUAGE:**

- Use knowledge of vocabulary and language conventions to read, write and speak competently, with a focus on identifying and selecting appropriate diction and syntax in personal, creative and workplace-related communications
- Use listening techniques and oral communication skills to participate in classroom discussion and formal activities, with a focus on using specialized language appropriately in oral reports, role-playing and other presentations.

**MEDIA:**

- Use knowledge of media forms, representations, audiences and industry practices to analyse a variety of media works
- Demonstrate an understanding of the connections among form, purpose, audience and production options by designing or creating media works, collaboratively and independently, based on ideas, themes and issues examined in this course

## Course Breakdown

### Unit 1 – Short Story Unit

### Unit 2 – *Tears of Tiger Sue Draper*

### Unit 3 – Business Writing Unit

### Unit 4 – *Macbeth* William Shakespeare

### Unit 5 – *Monster* Walter Dean Myers

### Unit 6 – Grammar & Media Studies

### Unit 7 – Culminating Performance Task

### Resources:

The course will use a variety of resources including video, CD-ROM, Internet Applications and a variety of print sources. All resources assigned to students are the responsibility of the student. Any damage incurred will result in payment for replacement.

### Materials Required:

- Pens, pencils, erasers, highlighters
- 3 ringed binder with lined paper

### Evaluation Structure:

Knowledge/Understanding	25%
Thinking	25%
Communication	25%
Application	25%

The above is reflected both in the term work (worth 70% of the final mark) and the summative work (worth 30% of the final mark). Summative work consists of the Final Exam (15%) and a Culminating Activity (15%).

### Evaluation Policy

Students will be assessed & evaluated according to the work produced & skills displayed. Methods of providing feedback will include assessing work in process & evaluating completed assignments, tests, co-operative learning activities, simulations and presentations. Student marks will be determined by evaluating process & product according to four categories & four levels. Please see the chart below for specific skills and key words used to determine student competency in the different categories.

Level	Below 50%	Level 1: 50-59%	Level 2: 60-69%	Level 3: 70-79%	Level 4: 80-100%
<b>Category</b> <b>Knowledge/Understanding</b> <ul style="list-style-type: none"> <li>Recall of facts, knowledge of forms and content, understanding content</li> </ul>	Insufficient achievement of curriculum expectations.	A passable level of achievement. Achievement is <b>below</b> the provincial standard.	A moderate level of achievement. Achievement is <b>below, but approaching</b> the provincial standard.	A high level of achievement. Achievement is <b>at</b> the provincial standard.	A very high to outstanding level of achievement. Achievement is <b>above</b> the provincial standard.
<b>Thinking/Inquiry</b> <ul style="list-style-type: none"> <li>Interpretation and analysis, problem solving, creativity</li> </ul>					
<b>Communication</b> <ul style="list-style-type: none"> <li>Communicating information in writing</li> <li>Choice of language and style for audience use of appropriate genre</li> <li>Grammar, language usage, spelling, punctuation</li> </ul>					
<b>Application</b> <ul style="list-style-type: none"> <li>Speaking and using the right media/medium</li> <li>Reading strategies (scanning critically and rhetorically)</li> <li>Writing and rewriting (use of resources)</li> <li>Applying theory of criticism (English and others subjects of the world)</li> </ul>					

A student whose achievement is below 50% at the end of the course will not obtain a credit for the course.

Feedback will also be provided for student learning skills. Skills like working independently, team work, organization, work habits and homework, and initiative are assessed independently and will be conducted through the use of a rubric indicating specific criteria to be achieved to receive each of the following letter grades:

E –Excellent      G – Good      S – Satisfactory      N - Needs Improvement

### Other Evaluation Issues

- **LATE ASSIGNMENTS.** Assignments submitted after the *Primary Due Date* established by the teacher will be accepted with a penalty of 5% per day for two days. Students who submit assignments after 2 days will have the opportunity to receive a PASS/FAIL mark providing that the assignment has not been handed back to students or the teacher has not provided an exemplar. After this time, a mark of zero will be given and parents will be contacted if the zero will jeopardize the student's ability to pass the course. Repeated lateness in submissions indicates poor organization skills and will result in parental contact. Assignment extensions will be given at the teacher's discretion; if you require an extension, your request must be made well in advance of the assignment's due date. Keep a copy of ALL assignments (especially essays)
- **MISSED TESTS** Tests missed with a legitimate reason will be written within a few days of the student returning from the absence. Student eligibility to write the test and the date of writing will be at the discretion of the teacher. Any student who misses a test or assignment and whose absence is unjustified (i.e. no phone call or no note according to the attendance office- skip) will NOT be allowed to rewrite or make up a missed test or assignment.
- **PLAGIARISM** Plagiarism is the act of taking someone else's words and presenting them as your own. This is cheating and will result in an **automatic ZERO**. Parents will be informed and may be asked to meet with the subject teacher. To protect yourself, keep all your work-in-progress (rough notes). For some assignments, you will be asked to submit this process work along with your final product.
- **TURNITIN** All written assignments MUST be submitted to turnitin.com. Failure to do so will result in the student receiving a mark of ZERO
- **ABSENCE POLICY** Any student who misses more than 7 classes will be required to complete an "absence assignment" in order for a credit to be granted. School activities and absences for which a medical note is provided will not count toward the 7-day maximum.
- **PARENTS** Parents are encouraged to call their teachers on a regular basis if there are any concerns regarding attendance, assignments, test policies or any others concerns. Expect one hour of homework each night on average. If class work is done, students should always be reviewing to remember what they learned by making review/study notes summarizing the weeks/months lessons.
- **STUDENTS** You must take ownership of your learning. If you are struggling with the material or you have some concerns, please speak to me before or after school. If you feel comfortable doing so, please ask questions in class so others may benefit from your inquiry