

WRITE FOR BUSINESS

correlated to

Missouri

Communication Arts Grade-Level Expectations Grades 11-12

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Writing

1. Apply a writing process in composing text

Grade-Level Expectations, Grades 11-12	Write for Business
<p>Writing Process: Follow a writing process to</p> <ul style="list-style-type: none"> independently create appropriate graphic organizers 	<p>Freewriting and Clustering: 124 Using a Diagram: 125 Using an Outline: 125</p>
<ul style="list-style-type: none"> apply writing process to write effectively various forms and types of writing 	<p>Guidelines for Memos: 4 Guidelines for E-Mail Message: 8 Guidelines for Letters: 12 Guidelines for Good-News and Neutral Messages: 30 Guidelines for Bad-News Messages: 44 Guidelines for Persuasive Messages: 60 Guidelines for Reports: 74 Guidelines for Proposals: 86 Guidelines for Instructions: 98 Guidelines for Application Letters: 106 The Process of Writing: An Overview: 120 Prewriting: 122-125 Drafting: 126-129 Revising: 130 Revising for Ideas: 131 Revising for Organization: 132 Revising for Voice: 133 Refining: 134 Editing for Word Choice: 135 Editing for Sentence Smoothness: 136 Proofreading for Correctness: 137</p>

2. Compose well-developed text using standard English conventions

Grade-Level Expectations, Grades 11-12	Write for Business
<p>Capitalization:</p> <ul style="list-style-type: none"> use conventions of capitalization in written text 	<p>Capitalization: 205-208</p>

Grade-Level Expectations, Grades 11-12	Write for Business
Punctuation: In composing text use <ul style="list-style-type: none"> correct formatting (e.g., quotation marks, italics and underlining) in citations 	Although no specific lesson addresses these punctuation marks in citations, the following pages focus on using punctuation correctly. Quotation Marks: 198-199 Italics: 200
<ul style="list-style-type: none"> hyphens for compound adjectives 	Hyphen: 195
Parts of Speech: <ul style="list-style-type: none"> use parts of speech correctly in written text 	Understanding Grammar: 241-253 Parts of Speech: 254
Spelling: <ul style="list-style-type: none"> in writing, use dictionary, spell-check, and other sources to spell correctly 	Spelling Rules: 216 Commonly Misspelled/Misdivided Words: 217-222 Using the Right Word: 223-240
Sentence Construction: In composing text use <ul style="list-style-type: none"> a variety of sentence structures 	Smooth Sentences: 152-155 Constructing Sentences: 255-263 Shifts in Sentence Construction: 264 Ambiguous Wording: 265 Nonstandard Language: 266
<ul style="list-style-type: none"> cohesive devices 	Transitions and Linking Words: 153
<ul style="list-style-type: none"> active voice 	Verb: Active Voice: 246-247

3 . W r i t e e f f e c t i v e l y i n v a r i o u s f o r m s a n d t y p e s o f w r i t i n g

Grade-Level Expectations, Grades 11-12	Write for Business
Narrative and Descriptive Writing: <ul style="list-style-type: none"> write a personal narrative for real-life experience (e.g., scholarships, applications, and post-secondary college essays) 	No specific lesson addresses this objective because the text focuses on business writing.
Note-Taking: <ul style="list-style-type: none"> routinely use an appropriate method for note-taking 	No specific lesson addresses this objective because the text focuses on business writing.
Expository and Persuasive Writing: <ul style="list-style-type: none"> write multi-paragraph informative and persuasive essays with 	Writing Persuasive Messages: 59-70 Writing Reports: 73-84
<ul style="list-style-type: none"> an effective thesis statement 	No specific lesson addresses this objective.

Grade-Level Expectations, Grades 11-12	Write for Business
<ul style="list-style-type: none"> effective paragraphing 	Writing Memos, E-Mail, Letters, and Faxes: 4-28 Writing Good-News and Neutral Messages: 29-42 Writing Bad-News Messages: 43-58 Writing Persuasive Messages: 59-70 Writing Reports: 73-84 Writing Proposals: 85-96 Writing Instructions: 97-104 Writing Application-Related Documents: 105-116
<ul style="list-style-type: none"> convincing elaboration through specific and relevant details 	Strong Ideas: 140-141 Guidelines for Memos: 4 Guidelines for E-Mail Message: 8 Guidelines for Letters: 12 Guidelines for Good-News and Neutral Messages: 30 Guidelines for Bad-News Messages: 44 Guidelines for Persuasive Messages: 60 Guidelines for Reports: 74 Guidelines for Proposals: 86 Guidelines for Instructions: 98 Guidelines for Application Letters: 106
<ul style="list-style-type: none"> originality (freshness of thought) and individual perspective 	Strong Ideas: 140-141 Logical Organization: 142-143 Conversational Voice: 144-145 Clear Words: 148-151 Smooth Sentences: 152-155 Reader-Friendly Design: 158-159
Expository and Persuasive Writing: <ul style="list-style-type: none"> individual style and voice 	Writing Persuasive Messages: 59-70 Writing Reports: 73-84 Strong Ideas: 140-141 Logical Organization: 142-143 Conversational Voice: 144-145 Clear Words: 148-151 Smooth Sentences: 152-155 Reader-Friendly Design: 158-159
<ul style="list-style-type: none"> complex ideas in a sustained and compelling manner 	Writing Persuasive Messages: 59-70 Writing Reports: 73-84 Strong Ideas: 140-141 Logical Organization: 142-143 Conversational Voice: 144-145 Clear Words: 148-151 Smooth Sentences: 152-155 Reader-Friendly Design: 158-159
Write multi-paragraph texts that: <ul style="list-style-type: none"> interpret, evaluate or persuade 	Writing Persuasive Messages: 59-70
<ul style="list-style-type: none"> use specific rhetorical devices 	No specific lesson addresses this objective.
<ul style="list-style-type: none"> use relevant evidence to defend a position 	Writing Persuasive Messages: 59-70
<ul style="list-style-type: none"> a reflective paper that compares specific incidents and themes 	No specific lesson addresses this objective because he text focuses on business writing.

Grade-Level Expectations, Grades 11-12	Write for Business
<ul style="list-style-type: none"> an analysis and/or evaluation on the imagery, language, themes, stylistic devices and tone in literature 	No specific lesson addresses this objective because the text focuses on business writing.
Write: <ul style="list-style-type: none"> a multi-paragraph text that summarizes large amounts of information clearly and concisely 	No specific lesson addresses this objective.
<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) 	No specific lesson addresses this objective.
Audience and Purpose: Compose texts: <ul style="list-style-type: none"> for a variety of career and workplace communications (e.g., job application, resume, cover letter, college application essay, thank-you note, follow-up note, forms, project proposal, brochure and/or concise directions) 	Writing Memos, E-Mail, Letters, and Faxes: 4-28 Writing Good-News and Neutral Messages: 29-42 Writing Bad-News Messages: 43-58 Writing Persuasive Messages: 59-70 Writing Proposals: 85-96 Writing Instructions: 97-104 Writing Application-Related Documents: 105-116
<ul style="list-style-type: none"> for various audiences and purposes, selecting and applying appropriate format, style, tone and point of view 	Writing Memos, E-Mail, Letters, and Faxes: 4-28 Writing Good-News and Neutral Messages: 29-42 Writing Bad-News Messages: 43-58 Writing Persuasive Messages: 59-70 Writing Proposals: 85-96 Writing Instructions: 97-104 Writing Application-Related Documents: 105-116

Listening and Speaking

1. Develop and apply effective skills and strategies

Grade-Level Expectations, Grades 11-12	Write for Business
Purpose for Listening: Listen: <ul style="list-style-type: none"> for enjoyment, information, for directions 	No specific lesson addresses this objective.
<ul style="list-style-type: none"> critically to summarize and evaluate communications that inform, persuade, and entertain 	No specific lesson addresses this objective.
<ul style="list-style-type: none"> to evaluate own and others' effectiveness in presentations and group discussions, using provided criteria 	No specific lesson addresses this objective.

Grade-Level Expectations, Grades 11-12	Write for Business
Listening Behavior: <ul style="list-style-type: none"> use active-listening behaviors (e.g., asks questions of speaker and uses body language and facial expressions to indicate agreement, disagreement or confusion) 	No specific lesson addresses this objective.

**2 . D e v e l o p a n d a p p l y e f f e c t i v e s p e a k i n g s k i l l s
a n d s t r a t e g i e s f o r v a r i o u s a u d i e n c e s a n d
p u r p o s e s .**

Grade-Level Expectations, Grades 11-12	Write for Business
Discussion and Presentation: In discussions and presentations, <ul style="list-style-type: none"> create concise presentations on a variety of topics 	Writing and Giving Presentations: 173-186
<ul style="list-style-type: none"> incorporate appropriate media or technology 	Using Graphics in Business Documents: 161-172
<ul style="list-style-type: none"> respond to feedback 	No specific lesson addresses this objective.
<ul style="list-style-type: none"> defend ideas 	No specific lesson addresses this objective.
<ul style="list-style-type: none"> demonstrate poise and self-control 	Practicing Your Delivery: 185 Overcoming Stage Fright: 186
Giving Directions: <ul style="list-style-type: none"> give clear and concise multi-step directions to perform complex procedures and/or tasks 	Writing Instructions: 97-104

I n f o r m a t i o n L i t e r a c y

**1 . D e v e l o p a n d a p p l y e f f e c t i v e r e s e a r c h p r o c e s s
s k i l l s t o g a t h e r , a n a l y z e a n d e v a l u a t e
i n f o r m a t i o n .**

Grade-Level Expectations, Grades 11-12	Write for Business
Research Plan: <ul style="list-style-type: none"> develop an appropriate research plan to guide investigation and research of focus questions 	No specific lesson addresses this objective.
Acquire Information: Locate and use multiple primary and secondary sources to: <ul style="list-style-type: none"> select relevant and credible information 	No specific lesson addresses this objective.
<ul style="list-style-type: none"> evaluate reliability of information 	No specific lesson addresses this objective.
<ul style="list-style-type: none"> evaluate reliability of sources 	No specific lesson addresses this objective.

Grade-Level Expectations, Grades 11-12	Write for Business
<p>Record Information:</p> <ul style="list-style-type: none"> • record relevant information from multiple primary and secondary sources 	No specific lesson addresses this objective.
<p>Source Consulted:</p> <ul style="list-style-type: none"> • document sources of information using a standard citation format 	No specific lesson addresses this objective.



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