

# **SUPERWRITE PLANNED COURSE CURRICULUM GUIDE**

## **I. COURSE DESCRIPTION AND INTENT:**

This course is designed to assist student, using the alphabet, to increase their speed in making legible notes. This course will review basic notemaking and study skills as well as spelling, vocabulary, and punctuation. The students will also take dictation and transcribe their work.

## **II. INSTRUCTIONAL TIME:**

**Class Periods: 180**  
**Length of Class Periods (minutes): 42 minutes**  
**Length of Course: 180 days**  
**Unit of Credit: 1**  
**Course Weight: 1.04**

**A GREAT PLACE TO LEARN!**



**PINE GROVE AREA SCHOOL DISTRICT**  
**PINE GROVE, PENNSYLVANIA**

**PINE GROVE AREA SCHOOL DISTRICT**  
Pine Grove, Pennsylvania 17963

**PLANNED COURSE ADAPTATIONS/MODIFICATIONS**  
**Introduction**

The instructional adaptations that follow are provided as suggestions to be implemented with all students, particularly with those in need of special education services including the gifted. This listing is in no way intended to be exhaustive. Rather, it is reflective of some major considerations in the area of curriculum adaptations/modifications.

These instructional adaptations will work with any student, but are especially beneficial to those in need of learning support. Some may argue that these modifications are simply *good teaching*. Indeed, modifications of this type do represent good teaching. These principles of good teaching become instructional modifications whenever: (1) certain students in a particular class require such modifications *above and beyond* what is typically required by *most* students in that class and (2) without these modifications, these same students would not succeed.

## PREFACE

Users and information seekers should familiarize themselves with the purpose and terminology of this **Planned Course Curriculum Guide (PCCG)**. We suggest that you first read the following:

- **PCCG PURPOSE AND INTENT**
- **PCCG DEFINITIONS**

The PCCG specifies the unit lesson outcome, essential content, standards, activities, resources, and evaluation of student performance. This sector provides the means to initiate the learning activities to attain the program goal as identified in the course description and intent.

The standards and outcomes are minimal expectations; further embellishment of the course is discretionary with the instructor depending upon the capability of the students.

This PCCG is designed as an ACTIVE document capable of technological modification as required.

The instructional delivery of this curriculum is quality controlled through the lesson plan development of the teacher.

**Lawrence J. Mussoline, Jr., Ph.D.**  
**Superintendent of Schools**

# **PLANNED COURSE CURRICULUM GUIDE (PCCG) PURPOSE AND INTENT**

## **The Planned Course Curriculum Guide (PCCG) is a multi-purpose document:**

- All staff, particularly new teachers, can understand instructional expectations through the WRITTEN curriculum
- A continuing district-wide instructional process and scope and sequence of subject matter are enhanced. The WRITTEN curriculum is delivered through the TAUGHT curriculum (instructional content and learning activities) and is evaluated through the TESTED curriculum (expected levels of student achievement - learning outcomes)
- Priority student-centered outcomes are identified and attained through suggested learning activities and content designed to help insure a balanced and comprehensive basic curriculum
- Essential content and course standards provide an efficient basis for selecting appropriate instructional materials and resources
- Staff development areas for curriculum improvement are provided
- The PCCG conforms with current Pennsylvania Department of Education curriculum regulations and serves the dual feature of providing both an administrative document and an instructional guide
- Content and subject format remain flexible and adaptable to modification - an "active" document
- Special Pennsylvania Department of Education (PDE) legislation is identified
- Parents and students are provided with an overview of the instructional program and each course in particular

## PLANNED COURSE CURRICULUM GUIDE (PCCG) DEFINITIONS

- **Course Description and Intent**: a brief overview of the course and program goals
- **Instructional Time**: frequency of class meetings and time/appropriate credit at the secondary level
- **Special Notes**: emphatic features or highlights and identification of Department of Education mandates found in the course
- **Unit Lesson Outcome**: describes the knowledge, skills, attitudes, student performance behaviors and areas of study that have been identified as appropriate to help the student attain the rigorous standards of a quality education
- **Teaching-Learning Activities**: suggested activities designed to help all students achieve the learning outcomes and standards
- **Standards**: statements establishing the minimal knowledge, skills, performance behaviors, and essential learning (content) a student must attain. A standard defines what students should know and be able to do
- **Expected Levels of Achievement (Learning Outcomes)**: what students will be expected to do as a result of the application of teaching-learning activities and content
- **Evaluation Criteria (Actual Level of Attainment)**: student performance level achieved and measured through specified evaluation criteria

## LEARNING STANDARDS AND CONTENT ACTIVITIES

*Statement of student learning expectations achieved through suggested teaching-learning activities and selected content to help reach standards and graduation requirements.*

### Academic Content Standard #I Communication

**I. Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.**

<b>ESSENTIAL CONTENT PERFORMANCE STANDARD</b>	<b>CONTENT &amp; INSTRUCTIONAL ACTIVITIES/STRATEGIES WITH CORRECTIVES AND EXTENSIONS</b> <i>(individually created teaching activities may be used to achieve the standards; however, listed below are activities which may be helpful) ©</i>	<b>ACTUAL LEVEL OF ATTAINMENT (EVALUATION CRITERIA) ASSESSMENT</b>	<b>RESOURCES AND MATERIALS</b>
<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.1 Use note-taking skills incorporating critical listening and reading techniques.</p> <p>Lessons 1 - 5</p>	<p>I.C.1 UNIT 1 – FINE ARTS</p> <ul style="list-style-type: none"> <li>• Students will learn the Principles of Construction for silent letters, letter t, different long vowel sounds, short vowels, Sh, Ch, word ending –ing, adding s to a word, and th.</li> <li>• Students will learn the Abbreviations for you/your, will, as/is, are/our/or, can, for, at/it/to, ha/have, very, do, we, which, soon, the, and/in.</li> <li>• Students will learn how to write Personal Titles, Names, and Geographic Names in Superwrite.</li> <li>• Students will read and write the documents in the Application sections.</li> </ul>	<p>I.C.1 UNIT 1- FINE ARTS</p> <ul style="list-style-type: none"> <li>• Quizzes on the Principles of Construction words and abbreviation.</li> <li>• Complete workbook for each Lessons 1 – 5.</li> <li>• Reading the documents in the Application Section.</li> <li>• Test for each Lessons 1 – 5.</li> <li>• Writing the documents in the Applications Section.</li> </ul>	<p>I.C.1 UNIT 1 – FINE ARTS</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Quizzes</li> <li>• Tests</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.1 Use note-taking skills incorporating critical listening and reading techniques.</p> <p>Lessons 6 -10</p>	<p>I.C.1 UNIT 2 – SOCIAL STUDIES</p> <ul style="list-style-type: none"> <li>• Students will learn the Principles of Construction for Word Beginnings be, re, de, in, en, im, em; Word Endings tion, ly, ment, ble, ity; ou, ow, oi, oy, qu, and quantities.</li> <li>• Students will learn the Abbreviations for am/more, be/been/by, month, from, of, year, let, after, business, company, responsible, was/were/with, important-ance, week/work, employ, how,out, require,they.</li> <li>• Students will learn how to signify capitalization in Superwrite.</li> <li>• Students will read and write the documents in the Application sections.</li> </ul>	<p>I.C.1 UNIT 2 – SOCIAL STUDIES</p> <ul style="list-style-type: none"> <li>• Quizzes on the Principles of Construction words and abbreviation.</li> <li>• Complete workbook for each Lessons 6-10.</li> <li>• Reading the documents in the Application Section.</li> <li>• Test for each Lessons 6-10.</li> <li>• Writing the documents in the Applications Section.</li> </ul>	<p>I.C.1 UNIT 2 – SOCIAL STUDIES</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Quizzes</li> <li>• Tests</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.1 Use note-taking skills incorporating critical listening and reading techniques.</p> <p>Lessons 11-15</p>	<p>I.C.1 UNIT 3 - LITERATURE</p> <ul style="list-style-type: none"> <li>• Students will learn the Principles of Construction for Word Beginnings for, fore, fur, inter, enter, un, pre, pro, ex, over, trans, Word Endings ful, compound words.</li> <li>• Students will learn the Abbreviations for appreciate, please, enclose, thank, provide, ever/every, about, complete, interest, include, information, program, consider-ation, any executive, insurance, hour, present, hour, present, time, suggest-tion, manager, management, report.</li> <li>• Students will read and write the documents in the Applications.</li> </ul>	<p>I.C.1 UNIT 3 - LITERATURE</p> <ul style="list-style-type: none"> <li>• Quizzes on the Principles of Construction words and abbreviation.</li> <li>• Complete workbook for each Lessons 11-15.</li> <li>• Reading the documents in the Application Section.</li> <li>• Test for each Lessons 11-15.</li> <li>• Writing the documents in the Applications Section.</li> </ul>	<p>I.C.1 UNIT 3 - LITERATURE</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Quizzes</li> <li>• Tests</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.1 Use note-taking skills incorporating critical listening and reading techniques.</p> <p>Lessons 16 - 20</p>	<p>I.C.1 UNIT 4 - SCIENCE</p> <ul style="list-style-type: none"> <li>• Students will learn the Principles of Construction for Word Beginnings under,; Word Endings ple, pal, ious,eous, ous, us; Prefix before a short vowel, Suffix after a short vowel,mem Short l followed by a vowel. Days, months.</li> <li>• Students will learn the Abbreviations for order, amount, state, street, receive, number, letter, represent-tative, available, organize-tion, paid, question, regard, cover, avenue, convenient-ence, apply-ication, develop.</li> <li>• Students will read and write the documents in the Application sections.</li> </ul>	<p>I.C.1 UNIT 4 - SCIENCE</p> <ul style="list-style-type: none"> <li>• Quizzes on the Principles of Construction words and abbreviation.</li> <li>• Complete workbook for each Lessons 16-20.</li> <li>• Reading the documents in the Application Section.</li> <li>• Test for each Lessons 16-20.</li> <li>• Writing the documents in the Applications Section.</li> </ul>	<p>I.C.1 UNIT 4 - SCIENCE</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Quizzes</li> <li>• Tests</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.1 Use note-taking skills incorporating critical listening and reading techniques.</p> <p>Lessons 21-25</p>	<p>I.C.1 UNIT 5 – BUSINESS &amp; INDUSTRY</p> <ul style="list-style-type: none"> <li>• Students will review the Principles of Construction words.</li> <li>• Students will learn the Study Skills for Setting Goals, Attendance and Promptness, A Place to Study, Budgeting Your Time, and Effective Listening.</li> <li>• Students will learn the Notemaking for Why Make Notes, Notemaking Supplies, Organizing Your Notebook, Deciding What to Write Down, and Form for Your Notes.</li> <li>• Students will read and write the documents in the Application sections.</li> </ul>	<p>I.C.1 UNIT 5 – BUSINESS &amp; INDUSTRY</p> <ul style="list-style-type: none"> <li>• Quizzes on the Principles of Construction words and abbreviation.</li> <li>• Complete workbook for each Lessons 21-25.</li> <li>• Reading the documents in the Application Section.</li> <li>• Test for each Lessons 21-25.</li> <li>• Writing the documents in the Applications Section.</li> <li>• Handouts</li> </ul>	<p>I.C.1 UNIT 5 – BUSINESS &amp; INDUSTRY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Handouts</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.1 Use note-taking skills incorporating critical listening and reading techniques.</p> <p>Lessons 26 - 30</p>	<p>I.C.1 UNIT 6 – SPORTS, ENTERTAINMENT, &amp; RECREATION</p> <ul style="list-style-type: none"> <li>• Students will review the Principles of Construction words.</li> <li>• Students will learn the Study Skills for Skimming and Careful Reading, Setting Priorities, Handling Interruptions, Improving Your Ability to Remember, and Memory Hooks.</li> <li>• Students will learn the Notemaking for Making Notes from Reading, Reviewing and Revising Your Notes, Making Personal Notes, Taking Messages for Others, and Using a Calendar.</li> <li>• Students will read and write the documents in the Application sections.</li> </ul>	<p>I.C.1 UNIT 6 – SPORTS, ENTERTAINMENT &amp; RECREATION</p> <ul style="list-style-type: none"> <li>• Quizzes on the Principles of Construction words and abbreviation.</li> <li>• Complete workbook for each Lessons 26-30.</li> <li>• Reading the documents in the Application Section.</li> <li>• Test for each Lessons 26-30.</li> <li>• Writing the documents in the Applications Section.</li> <li>• Handouts</li> </ul>	<p>I.C.1 UNIT 6 – SPORTS, ENTERTAINMENT &amp; RECREATION</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Handouts</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.1 Use note-taking skills incorporating critical listening and reading techniques.</p> <p>Lessons 31-35</p>	<p>I.C.1 UNIT 8 - EMPLOYMENT</p> <ul style="list-style-type: none"> <li>• Students will review the Principles of Construction words.</li> <li>• Students will learn the Study Skills for Making a Speech, Participating in Class Discussions, Using the Library, Following Directions, and Estimating Math Answers</li> <li>• Students will learn the Notemaking for Making Notes for a Talk, Taking Minutes for a Meeting, Making Notes for a Paper, Paraphrasing, and Using Quotations.</li> <li>• Students will read and write the documents in the Application sections.</li> </ul>	<p>I.C.1 UNIT 8 - EMPLOYMENT</p> <ul style="list-style-type: none"> <li>• Quizzes on the Principles of Construction words and abbreviation.</li> <li>• Complete workbook for each Lessons 31-35.</li> <li>• Reading the documents in the Application Section.</li> <li>• Test for each Lessons 31-35.</li> <li>• Writing the documents in the Applications Section.</li> <li>• Handouts</li> </ul>	<p>I.C.1 UNIT 8 - EMPLOYMENT</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Handouts</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.1 Use note-taking skills incorporating critical listening and reading techniques.</p> <p>Lessons 36 - 40</p>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Students will review the Principles of Construction words.</li> <li>• Students will learn the Study Skills for Preparing for Examinations, Objective Tests, Essay Tests, Problem Tests, Other Types of Tests.</li> <li>• Students will learn the Notemaking for Citing References, Preparing an Outline for a Paper, Organizing Material and Composing a Draft for Your Paper, Editing and Proofreading, Producing a Final Paper.</li> <li>• Students will read and write the documents in the Application sections.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Quizzes on the Principles of Construction words and abbreviation.</li> <li>• Complete workbook for each Lessons 36-40.</li> <li>• Reading the documents in the Application Section.</li> <li>• Test for each Lessons 36-40.</li> <li>• Writing the documents in the Applications Section.</li> <li>• Handouts</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Handouts</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.2 Distinguish between paraphrasing, documentation, and plagiarism.</p>	<p>I.C.2</p> <p>Students will be reviewing Lesson 34 Notemaking, which includes Paraphrasing, Give Credit, Be Honest, and Make It Fit.</p> <p>Students will be reviewing Lesson 35 Notemaking, which includes Using Quotations, Quote in Context, Be Sensible, Short Quotation, Long Quotation, and Ellipsis.</p> <p>Students will be reviewing Lesson 36 Notemaking, which includes Citing References, List of References, and Internal Citations.</p>	<p>I.C.2</p> <ul style="list-style-type: none"> <li>• Discussion on Paraphrasing, Using Quotations, and Citing References.</li> <li>• Notemaking is included in the tests for each of the Lessons 34, 35, and 36.</li> </ul>	<p>I.C.2</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Tests</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.3 Develop an outline to facilitate logical and understandable written documents.</p>	<p>I.C.3</p> <p>Students will be reviewing Lesson 37 Notemaking, which includes Preparing an Outline for a Paper, A Direction and a Goal, Central Theme, Major Divisions, Subdivisions, Labeling the Divisions, and Revising the Outline.</p>	<p>I.B.1</p> <ul style="list-style-type: none"> <li>• Discussion on the use of the appropriate and logical method of composing an outline.</li> <li>• Notemaking is included in the test for Lesson 37.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Test</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.4 Use acceptable steps in the writing process.</p>	<p>I.C.4</p> <p>Students will be reviewing</p> <ul style="list-style-type: none"> <li>• Lesson 27 Notemaking, Reviewing and Revising Your Notes, Revising Your Notes, Fill In The Gap, Verify Information, Check Logic.</li> <li>• Lesson 38 Notemaking, Writing the Content Cards Composing from Computer Notes.</li> <li>• Lesson 39 Notemaking, Editing and Proofreading, Accuracy of Words, Accuracy of Content, Logic, Sequence.</li> <li>• Lesson 40 Notemaking, Producing a Final Paper, The Format</li> </ul>	<p>I.B.1</p> <ul style="list-style-type: none"> <li>• Discussion on using the appropriate steps involved in the writing process to produce documents.</li> <li>• Notemaking is included in the tests for each of the Lessons 27, 38, 39, and 40.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Tests</li> </ul>

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<p><b>STANDARD</b></p> <p><b>C. Written Communication</b></p> <p>I.C.5 Proofreading documents to ensure correct grammar, spelling, and punctuation.</p>	<p>I.B.2</p> <p>Students will be reviewing Lesson 39 Notemaking, which includes Editing and Proofreading.</p> <p>Students will be reviewing the punctuation rules in Lessons 21, 22, 23, 24, 25, 27, 33, 34, 35, 36, 37, and 38.</p> <p>Students will be reviewing a number of words that sometimes cause spelling difficulties in Lessons 22-40.</p>	<p>I.B.1</p> <ul style="list-style-type: none"> <li>• Discussion on Editing and Proofreading.</li> <li>• Applying the punctuation rules to sentences in the tests for the lessons listed.</li> <li>• Correct spelling of words on quizzes and tests for the lessons listed.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Tests</li> </ul>

## LEARNING STANDARDS AND CONTENT ACTIVITIES

*Statement of student learning expectations achieved through suggested teaching-learning activities and selected content to help reach standards and graduation requirements.*

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<p><b>STANDARD</b></p> <p><b>D. Social and Business Listening</b></p> <p>I.D.1 Identify and overcome major barriers to listening.</p>	<p>I.D.1</p> <p>Students will be reviewing and discussing Lesson 25 Study Skills, which include Effective Listening, Become Involved, Play Detective, Avoid Distractions, and Handling Disagreements.</p>	<p>I.B.1</p> <ul style="list-style-type: none"> <li>• Discussion on becoming involved in classroom discussions by having better, more effective listening skills.</li> <li>• Study Skills are included in the Lesson 25 test.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Test</li> </ul>

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<p><b>STANDARD</b></p> <p><b>B. Informational Reading</b></p> <p>I.B.1 Use vocabulary appropriate for entry-level jobs.</p>	<p>I.B.1</p> <p>Students will be reviewing appropriate business vocabulary in Lessons 26 – 40.</p>	<p>I.B.1</p> <ul style="list-style-type: none"> <li>• Discussion on the use of the vocabulary words.</li> <li>• Vocabulary is included in the tests for each of the Lessons 26-40.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Tests</li> </ul>

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**Academic Content Standard #**

<p style="text-align: center;"><b>ESSENTIAL CONTENT PERFORMANCE STANDARD</b></p>	<p style="text-align: center;"><b>CONTENT &amp; INSTRUCTIONAL ACTIVITIES/STRATEGIES WITH CORRECTIVES AND EXTENSIONS</b> <i>(individually created teaching activities may be used to achieve the standards; however, listed below are activities which may be helpful) ☺</i></p>	<p style="text-align: center;"><b>ACTUAL LEVEL OF ATTAINMENT (EVALUATION CRITERIA) ASSESSMENT</b></p>	<p style="text-align: center;"><b>RESOURCES AND MATERIALS</b></p>
<p><b>STANDARD</b></p> <p><b>B. Informational Reading</b></p> <p>I.B.2 Select an appropriate reading method (e.g., skimming, scanning, speed-reading, and in-depth reading) for a particular situation.</p>	<p>I.B.2</p> <p>Students will be reviewing Lesson 26 Study Skills for Skimming and Careful Reading. This section includes Making Notes from Reading, Quick Reading, Careful Reading, Special Notes, and An Aid in Learning.</p>	<p>I.B.1</p> <ul style="list-style-type: none"> <li>• Discussion on the use of the appropriate reading method to be used in different situations.</li> <li>• Study Skills are included in the test for Lesson 26.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Test</li> </ul>

## LEARNING STANDARDS AND CONTENT ACTIVITIES

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### Academic Content Standard #VI Career Development

#### VI. Relate the importance of lifelong learning to career success.

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<p><b>STANDARD</b></p> <p><b>A. Personal Growth</b></p> <p>VI. A.1 Demonstrate the importance of effect study habits, test-taking skills, and learning skills.</p>	<p>VI.A.1</p> <p>Students will be reviewing</p> <ul style="list-style-type: none"> <li>• Lesson 23 Study Skills – A Place to Study, Keep It Private, Be Neat, Quiet Please, A Good Lamp, Your Desk, and Storage Facilities.</li> <li>• Lesson 36 Study Skills – Preparing for Examination, Prepare Every Day, Prepare Personally, Preliminary Information, Necessary Supplies, and After the Exam.</li> <li>• Lesson 37 Study Skills – Objective Tests, Alternate-Response Tests, Matching Tests, Multiple-Choice Tests, Short-Answer Tests.</li> <li>• Lesson 38 Study Skills – Essay Tests, Get All Information Possible, Writing</li> </ul>	<p>I.B.1</p> <ul style="list-style-type: none"> <li>• Discussions on the different types of tests and the correct way to study for each of these tests.</li> <li>• Study Skills are included in the test for Lessons 23, 36, 37, 38, 39, and 40.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Tests</li> </ul>

the Essay, How Essay Tests are Evaluated.

- Lesson 39 Study Skills – Problem Tests, Preparing for a Problem Test, Plan Your Time, Evaluation.
- Lesson 40 Study Skills – Other Types of Tests, Performance Tests, and Combination Tests.

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### Academic Content Standard #VI Career Development

#### VI. Relate the importance of lifelong learning to career success.

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<p><b>STANDARD</b></p> <p><b>A. Personal Growth</b></p> <p>VI. A.2 Relate the importance of education to meeting identified goals.</p>	<p>VI.A.2</p> <p>Students will be reviewing Lesson 21 Study Skills on Setting Goals, Some Questions to Think About, and Set Your Own Goals.</p> <p>The students will read this section and set short-term and long-term goals.</p>	<p>I.B.1</p> <ul style="list-style-type: none"> <li>• Discussions on their goals and the amount of education that will be needed to meet these goals.</li> <li>• Study Skills are included in the test for Lesson 21.</li> </ul>	<p>I.C.1 UNIT 7 - TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Textbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Lemaster; South-Western.</li> <li>• Workbook: SuperWrite Notemaking and Study Skills – Alphabetic Writing System; Student Workbook; Lemaster; South-Western.</li> <li>• Test</li> </ul>