

Embedded Credit –Technical English

Course Information

Technical English is designed to allow students to complete a two-year technical program at the Grand River Technical School and still meet the state requirements of four English credits to graduate. Students can earn ½ year of credit of English for each year they participate in the program. The assignments will be specifically tailored to the program in which the student is studying and will improve the student's reading, writing, and listening skills. A second year of Embedded Credit English will also improve the student's speaking skills.

Instructor Information

Bill Shaffer
Applied Communications
Room 114
Grand River Technical School
1200 Fair Street
Chillicothe, MO 64601
bshaffer@chillicotheschools.org
660-646-3414

Course Materials

All materials to prepare for the quarterly projects are provided to the student. For the monthly assignments, students will use their class notes, texts, and manuals. Access to the internet will be helpful in researching trade magazines.

Course Policies and Grading

Monthly assignments and quarterly projects are worth 100 points. Students will only receive course credit if they receive 70% for each semester average. Any assignments that are late, incomplete, or poorly done will be worth less than 100%.

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Monthly Assignments

All assignments should be typed, double-spaced in size 11 or 12, with no mistakes in spelling, capitalization, or punctuation. If the student has no access to a computer or word processor, he or she should communicate with the Grand River Technical School teacher and receive written permission to write assignments by hand. All assignments should have the student's name, the student's home school, the student's course at Grand River Technical School, and the teacher's name at GRTS. If deadlines change because of snow days, students will be notified.

All assignments are due on the 15th of each month, or the first day class is in session after the 15th. The only exception to this is January, when Grand River Technical School begins a new semester.

There are three parts to the assignments: vocabulary, and two summary paragraphs.

Vocabulary: This should include 10 new terms studied in the class, the definitions to those terms, and the ten terms used in contextual sentences. The meanings should be clear to someone who does not know the trade.

Paragraph One: This paragraph will be a summary of the three most-important skills or information the student has learned in the trade class in the month of the assignment date. It should also reflect whether the student has learned the three skills or information from listening to the teacher, from watching the teacher perform the skill, or from doing the activity himself or herself. This paragraph must be between 100-150 words each time.

Paragraph Two: This paragraph will show that the student has read material relevant to the trade. He or she can either use magazines or manuals. The title of the chapter or article should be in quotation marks, and the title of the manual or magazine should be underlined or in italics. Capitalize the first, last, and all important words of the titles. Tell the purpose of the article, which is either to inform, to entertain, or to persuade. Tell who the audience is – a student of the trade, the general public, or people who work in the trade. Tell the main idea of the article or chapter. This paragraph must also be between 100-150 words each time.

Embedded Quarterly Projects

For each quarter, the student will complete a written project, in addition to the monthly assignments. The project will include pre-writing, writing, revising and editing, and publishing activities. This year's projects will be:

Juniors:

- Prepare a brochure advertising the type of business you hope to work in
- Prepare a resume
- Write a cover letter
- Demonstrate ability to effectively communicate with customers

Seniors:

- Evaluate one job-related lecture or presentation
- Develop a PowerPoint presentation
- Write step-by-step procedure for one job skill
- Participate in a mock job interview

Due Dates:

- Project 1 -- October 7
- Project 2 – December 16
- Project 3 – March 2
- Project 4 – May 4

The final copy of each assignment should be typed, in size 11 or 12, and following all instructions. Please include your name, home school, GRTS course name, and GRTS teacher's name on all paperwork returned to the GRTS English teacher.