

CAREER & TECHNICAL ENGLISH EMBEDDED CREDIT (assessment list)

Name: _____ Sending School: _____

Seventeen (17) required objectives must be met by each student.

COMMUNICATION ARTS

NCCC Instructor	Comm Art Instructor	Date	Assessments	Score	Notes/Info
			1. Use standard English in writing (including grammar, usage, punctuation, spelling, capitalization)		
			A. Write a business letter		
			B. Write a cover letter		
			C. Prepare a brochure		
			2. Use standard listening and speaking skills		
			A. Develop an oral presentation using an appropriate visual aid		
			B. Evaluate an oral presentation		
			3. Read and evaluate fiction		
			A. Present a report on a smaller piece of writing		
			4. Read and evaluate non-fiction and/or visual media		
			A. Complete eight (8) article reviews		
			B. Evaluate lectures, sales presentations, and/or informational presentations		
			5. Effectively form a research plan that will determine a specific use		
			A. Conduct research and create a plan		
			B. Write a multiparagraph essay (including cost of materials/supplies, labor, etc)		
			6. Write formally (reports, narratives, essays) and informally (outlines and notes)		
			A. Keep a bi-weekly journal		

			B. Interview a professional in the related area		
			C. Using internet compare or contrast two companies and/or jobs then report finding using a graphic organizer		
			D. Investigate an issue and persuade best technique (masonry block wall versus poured in place concrete or health related issue)		
			7. Use skills and knowledge with the reading process		
			A. Use related vocabulary, thesaurus, glossary and dictionary in related text		
			B. Apply pre-reading, reading and post-reading skills		
			C. Participate in a problem solving activity		
					Grade

Final Sign-off for credit:

Name

Title

Date

All work must be completed to the satisfaction of the Communication Arts instructor. All items must be checked with appropriate instructors before submitting to the Communication Arts instructor.