

Unit	Topic	Lesson	Skills
Skills Lessons/ Introduction Lessons	Narrative Text Lessons	Informational Text Lessons	Communication Lessons
		Grammar Lessons	Writing Lessons

## Unit 1: Origins 2000 BC -1620

### Introduction Lesson: Origins

<b>Lecture: Timeline</b>
Literary Skill: Recognize how significant events impacted literature.
<b>Lecture: Historical Period</b>
Literary Skill: Understand historical events and how they relate to American literature.

### Native American Writings: Origin Myths and Oral Traditions

<b>Lecture: Background</b>
Literary Skill: Identify characteristics of origin myths and understand oral tradition.
Reading Skill: Recognize cultural details.
Info Skill: Understand a historical link to literature.
<b>Myth: The Earth on Turtle's Back</b>
Literary Skill: Evaluate characteristics of origin myths.
Reading Skill: Recognize cultural details.
<b>Informational: One Nation, Many Nations</b>
Literary Skill: Understand history of Native American tribes.
Info Skill: Form an opinion on a socio-political issue.
Writing Skill: Write a journal entry in which you reflect upon the use of sacred names and groups as sports teams.
<b>Legend: from The Navajo Origin Legend</b>
Literary Skill: Know characteristics of origin myths and oral traditions.
Reading Skill: Analyze cultural details.
<b>Nonfiction: The Iroquois Constitution</b>
Literary Skill: Recognize features of origin myths and oral traditions.
Reading Skill: Evaluate cultural details.

### Exploration: Journal Account and Historical Narrative

<b>Lecture: Background</b>
Literary Skill: Identify the characteristics of a journal and narrative accounts.
Reading Skill: Recognizing the author's purpose and break down sentences.
Vocab Skill: Identify synonyms.
Info Skill: Tie historical background to literature.

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**Nonfiction: from Journal of the First Voyage to America**

- Literary Skill: Identify characteristics of a journal.
- Reading Skill: Recognize author's purpose.
- Vocab Skill: Be familiar with synonyms

**Nonfiction: from The General History of Virginia**

- Literary Skill: Identify characteristics of Narrative Accounts.
- Reading Skill: Break down sentences.
- Vocab Skill: Distinguishing between singular and plural forms.

**Communication**

**Biographical Narrative**

- Literary Skill: Analyze the components of a biography and its functions.
- Reading Skill: Read an outline of a biography and an abbreviated biography.
- Writing Skill: Write an abbreviated biographical narrative.

**Grammar**

**Sentence Structure**

Grammar Skill: Understand differences in sentence structure; simple, compound, complex, compound-complex. Identify independent clauses, subordinate clauses and coordinating conjunctions.

**Sentence Style**

Grammar Skill: Identify ways to achieve sentence clarity; coordinate ideas, subordinate ideas and use parallel structure. Avoid using sentence fragments and run-on sentences for sentence clarity.

**Writing**

**The Writing Process**

Writing Skill: Learn the steps of the writing process; Prewriting, Drafting, Revising, Editing, and Publishing.

**Unit 2: Foundations 1620-1800**

**Slave Narratives**

**Lecture: Background**

- Literary Skill: Analyze style of slave narratives and their emotional appeal.
- Reading Skill: Recognize author's purpose. Summarizing text.
- Vocab Skill: Know the Latin root -vid.

Skills Lessons/ Introduction Lessons	Narrative Text Lessons	Informational Text Lessons	Communication Lessons	Grammar Lessons	Writing Lessons
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<b>Nonfiction: The Interesting Narrative of the Life of Olaudah Equiano</b>					
Literary Skill: Become familiar with slave narratives. Recognize emotional appeal.					
Reading Skill: Use graphic organizing to summarize main point and details in text.					
Vocab Skill: Know the Latin root -vid.					
<b>Poem: from To the Right Honorable William, Earl of Dartmouth...</b>					
Literary Skill: Recognize the effect of style and inversions.					
Reading Skill: Identify the author's purpose and know the three purposes of all authors. Use graphical organizer to compare and contrast characters.					

**Puritan: Style and Sermon**

<b>Lecture: Background</b>					
Literary Skill: Recognize Puritan plain style and figures of speech. Evaluate the 5 W's (who, what, when, where, why) and H (how).					
Reading Skill: Understand paraphrasing and recognize persuasive techniques.					
<b>Poem: To My Dear and Loving Husband</b>					
Literary Skill: Analyze the characteristics of Puritan plain style.					
Reading Skill: Be able to paraphrase a literary work using graphical organizer					
<b>Sermon: from Sinners in the Hands of an Angry God</b>					
Literary Skill: Identify figures of speech such as personification and metaphors.					
Reading Skill: Recognizing persuasive techniques.					

**American Revolution: Autobiographies and Speeches**

<b>Lecture: Background</b>					
Literary Skill: Understand character and aphorisms. Analyze the characteristics of persuasion.					
Reading Skill: Be able to make inferences and synthesize. Recognize the modes of persuasion.					
<b>Autobiography: from The Autobiography</b>					
Literary Skill: Explore character.					
Reading Skill: Know how to make inferences.					
Info Skill: Understand the concept of "moral perfection" and it's components.					
<b>Nonfiction: from Poor Richard's Almanac</b>					
Literary Skill: Understand aphorisms.					
Reading Skill: Synthesize what is read.					

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<b>Informational: Franklin: American Polymath</b>			
			Literary Skill: Understand polymath and how it applies to Franklin. Writing Skill: Write an opinionated journal entry on generalists vs. specialists.
<b>Speech: Speech to the Virginia Convention</b>			
			Literary Skill: Identify and analyze characteristics of persuasion. Reading Skill: Recognize modes of persuasion. Speaking Skill: Understand function of rhetorical questions.

**Communication**

<b>Poetry Presentation</b>			
			Reading Skill: Analyze figurative language elements, the narrator's perspective, and meaning. Writing Skill: Write a short analysis of a poem.

**Grammar**

<b>Conjunctions</b>			
			Grammar Skill: Identify the types of conjunctions (using graphical organizer for key words) and form conjunctions correctly.
<b>Prepositions and Interjections</b>			
			Grammar Skill: Distinguish between and use both prepositions and interjections. Use graphical organizer to recognize commonly used prepositions and interjections.

**Writing**

<b>The Six Traits</b>			
			Writing Skill: Learn the Six Trait writing steps; Ideas and Content, Organization, Voice, Word Choice, Sentence Fluency, Conventions, and Presentation. Analyze each traits' corresponding rubric.

**Unit 3: 1800-1860 Romanticism and Transcendentalism**

**Romanticism**

<b>Lecture: Timeline</b>			
			Literary Skill: Understand historical background of Romanticism and it's effect on literature.
<b>Short Story: The Devil and Tom Walker</b>			
			Literary Skill: Identify third-person omniscient point of view. Identify characteristics of a parable and folktale. Reading Skill: Inferring cultural attitudes. Take notes while reading by recording details in a chart and draw conclusions about the cultural attitudes they present.

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<b>Informational: La Alhambra</b>					
Info Skill: View and appreciate an architectural and cultural wonder.					
Writing Skill: Write an imaginative and evaluative journal entry.					
<b>Poem: The Tide Rises, The Tide Falls and The Cross of Snow</b>					
Literary Skill: Understand meter.					
Reading Skill: Recognize the Petrarchan Sonnet.					

**Transcendentalism**

<b>Essay: from Nature</b>					
Literary Skill: Appreciate imagery in literature.					
Reading Skill: Identify main ideas and paraphrasing.					
<b>Essay: from Self-Reliance</b>					
Literary Skill: Understand figures of speech.					
Reading Skill: Interpreting difficult figures of speech					
<b>Essay: from Walden</b>					
Literary Skill: Understand figurative language, metaphors in context.					
Reading Skill: Make generalizations about a writer's beliefs.					
<b>Essay: from Civil Disobedience</b>					
Literary Skill: Analyze a paradox found in literature.					
Reading Skill: Evaluate a writer's statement and philosophy.					

**American Gothic**

<b>Short Story: The Ministers Black Veil</b>					
Literary Skill: Understand symbolism and be able to identify parable.					
Reading Skill: Make inferences about mood and symbolism from the text.					
<b>Short Story: The Fall of the House of Usher</b>					
Literary Skill: Analyze single effect and its purpose.					
Reading Skill: Break down long sentences to better understand the text.					
<b>Poem: The Raven</b>					
Literary Skill: Analyze sound effects in poetry. Identify rhyme scheme used by author.					
Reading Skill: Identify narrative poem characteristics.					

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**Communication**

**Debate**

Reading Skill: Read and address both sides of a current debate issue.

Info Skill: Understand debate, its key components and types.

Writing Skill: Write a journal entry on that addresses the debate issue that you read about. Provide supportive details for your argument. You may cite the web articles that you read.

**Grammar**

**Subject-Verb Agreement**

Grammar Skill: Implement correct understanding of subject-verb agreement. Use graphical organizer to use correct forms of "be".

**Shifts in Verb Tense**

Grammar Skill: Differentiate between verb tenses and use them correctly.

**Writing**

**Reflective Essay**

Writing Skill: Write a multi-paragraph reflective essay. Describe the characters, setting, and conflict using meaningful sensory descriptions and details that enable the reader to visualize the experiences in your narrative.

**Unit 4: American Poets**

**Emily Dickinson**

**Lecture: Author Study**

Literary Skill: Discuss background information about the author and analyze changes made to poems during publication using a graphical organizer

**Poem: The Soul selects her own society**

Literary Skill: Understand exact and slant rhyme. Be able to analyze imagery and irony.

Reading Skill: Analyze style and understand summarizing.

**Poem: Understanding Exact Rhyme and Slant Rhyme**

Literary Skill: Understand exact rhyme and slant rhyme. Analyze imagery and irony.

Reading Skill: Analyze style and be able to summarize.

**Poem: Summary**

Reading Skill: Summarize a literary work.

**Walt Whitman**

**Lecture: Author Study**

Literary Skill: Understand what an author study is and its purpose. Evaluate the author's background and the effect it had on the text.

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<b>Poem: I Hear America Singing and from Songs of Myself 10</b>					
Literary Skill: Use of catalogs in poetry. Become familiar with free verse.					
Reading Skill: Form hypothesis.					

<b>Informational: Wal-World</b>					
Info Skill: Become familiar with basic economics concepts.					
Writing Skill: Write an opinionated journal entry.					

<b>Journal: from Specimen Days</b>					
Literary Skill: Discuss tone.					
Reading Skill: Be able to find the main idea. Identify primary source.					
Vocab Skill: Uncover multiple meanings in a text.					

**Communication**

<b>Persuasive Speech</b>					
Reading Skill: Become familiar with techniques on writing a persuasive speech and/or essay.					
Writing Skill: Write a persuasive letter to the editor.					

**Grammar**

<b>Adverb and Adjective Clauses</b>					
Grammar Skill: Identify adjective and adverb clauses and use correctly. Be familiar with independent and subordinate clauses.					

<b>Modifiers</b>					
Grammar Skill: Identify different types of modifiers such as adjectives and adverbs and use correctly.					

**Writing**

<b>Descriptive Essay</b>					
Writing Skill: Write a descriptive essay. Provide enough details about this place so the reader can picture the place in his or her mind. Support your controlling idea with meaningful examples, reasons, and information based upon your research or readings.					

**Unit 5: Realism 1850 - 1900**

**Slavery**

<b>Lecture: Background</b>					
Literary Skill: Understand how historical background affected text.					

<b>Autobiography: from Narrative of the Life of Frederick Douglass</b>					
Literary Skill: Analyzing metaphors.					
Reading Skill: Analyzing writer's purpose.					

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<b>Autobiography: from My Bondage and My Freedom</b>						
Literary Skill: Understanding the autobiography.						
Reading Skill: Use graphical organizer to identify and establish purpose						
<b>Spirituals: Go Down, Moses and Swing Low, Sweet Chariot</b>						
Literary Skill: Understanding symbolism. Evaluate the concept and history of spirituals.						
Reading Skill: Interpret symbolism within a text.						

**Realism**

<b>Realism Lecture</b>						
Literary Skill: Analyze point of view, situational irony, and diction. Be familiar with major writers and events that influenced Realism.						
Reading Skill: Identify chronological order.						
<b>Short Story: An Occurrence at Owl Creek Bridge</b>						
Literary Skill: Understand the effect of point of view and stream of consciousness.						
Reading Skill: Identify chronological order and point of view using a graphical organizer.						
<b>Informational: Capital Punishment</b>						
Info Skill: Critically consider an important social and political issue. Identify the three main positions and type of questions associated with capital punishment.						
Writing Skill: Write a journal entry on a socially and politically charged issue.						

**The Civil War**

<b>Short Story: A Mystery of Heroism</b>						
Literary Skill: Identify situational irony and motive.						
<b>Letter: Letter to His Son</b>						
Literary Skill: Consider and analyze the text's point of view.						
<b>Speech: The Gettysburg Address</b>						
Literary Skill: Interpret and analyze an author's diction.						

**The Frontier**

<b>Lecture: Background</b>						
Literary Skill: Identify comic devices, American Indian oratory, and regionalism						
Reading Skill: Understand an author's style and use of vernacular. Questioning the text.						
Info Skill: Understand the concept of Manifest Destiny.						

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<b>Short Story: The Celebrated Jumping Frog of Calaveras County</b>						
Literary Skill: Understand comic devices such as hyperbole, understatement, comic situations and comic comparisons.						
Reading Skill: Understanding author's style and use of vernacular (dialect).						
Speaking Skill: Identify different communication styles.						
Writing Skill: Write a self-analysis summary regarding communication style.						
<b>Speech: I Will Fight No More Forever</b>						
Literary Skill: Examine the American Indian oratory tradition.						
Reading Skill: Draw conclusions from the text.						
<b>Short Story: The Outcasts of Poker Flat</b>						
Literary Skill: Explore a text with consideration given to regionalism.						
Reading Skill: Question the credibility of a text.						

**Communication**

<b>Effective Communication Skills</b>						
Reading Skill: Read website articles that address important skills for public speaking.						
Writing Skill: Write a journal entry that summarizes key points from web articles.						

**Grammar**

<b>Punctuation: Commas, Semicolons, and Colons</b>						
Grammar Skill: Use punctuation correctly and understand function of commas, semicolons, colons, and italics.						
<b>Infinitives: Phrases and Clauses</b>						
Grammar Skill: Identifying the different uses of infinitives using a graphical organizer.						

**Writing**

<b>Autobiographical Narrative</b>						
Writing Skill: Write an autobiographical narrative essay. Describe the characters, setting, and conflict using meaningful sensory descriptions and details that enable the reader to visualize the experiences in your narrative.						

**Unit 6: Changing America 1855- 1925**

**American Women Authors**

<b>Lecture: Timeline</b>						
Literary Skill: Explore the historical basis behind the changing of America in the early twentieth century. Be familiar with irony, characterization, climax, anticlimax, characters, imagery and personification.						
Reading Skill: Identify ironic, clarifying and predicting details. Be able to make inferences.						
Info Skill: Use graphical organizer to compare and contrast the poor and wealthy during the Industrial Boom.						

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**Short Story: The Story of an Hour**

Literary Skill: Analyze the irony details in a text.

Reading Skill: Use a graphic organizer as you read to organize details of the text.

**Informational: Childhood vs. Youth**

Info Skill: Become familiar with the differences between childhood and youth

Writing Skill: Write a journal entry in response to a quote.

**Short Story: A Wagner Matinee**

Literary Skill: Analyze characterization and use graphical organizer to describe characters. Evaluate the first-person narrator.

Reading Skill: Be able to clarify.

**American Authors**
**Short Story: The Far and the Near**

Literary Skill: Identify climax, anticlimax, and rising action.

Reading Skill: Use graphical organizer and clues from the text to make predictions.

**Short Story: Winter Dreams**

Literary Skill: Evaluate characterization, character's motive, and imagery. Use graphical organizer to identify direct and indirect methods of characterization used.

**Modern Poetry**
**Poem: Chicago**

Literary Skill: Identify personifications

Reading Skill: Be able to make inferences.

**Communication**
**Visual Media**

Reading Skill: View visual media ads and compare and contrast presentation and message.

Writing Skill: Write a journal entry comparing and contrasting visual media ads, pay attention to the differences and similarities in mood, design, content, symbols, language and typeface.

**Grammar**
**Transitional Expressions**

Grammar Skill: Understand and apply transitional words to make writing more coherent and logical. Use graphical organizer to recognize transitional words and phrases.

**Verbals and Verb Phrases**

Grammar Skill: Analyze the different types of verbals such as gerunds, participials, and infinitives. Use graphical organizer to view some uses of gerunds, infinitives used as nouns and modifiers.

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### Writing

#### Editorial

Writing Skill: Develop a Letter to the Editor that clearly communicates your thesis.. Support your thesis with meaningful reasons and sufficient details. Address the readers' concerns, opposing viewpoints, or counterarguments.

## Unit 7: World Literature

### Theme: Challenges and Obstacles

#### Skills Lesson: World Literature

Info Skill: Learn about literature from various cultures, time periods, and forms.

### Middle East (Arabic) and India (British)

#### Middle East (Arabic): Ali Baba and the Forty Thieves

Literary Skill: Recognize a frame story and identify the characteristics of folk literature.  
Reading Skill: Recognize cultural details.

#### India (British): My Own True Ghost Story

Literary Skill: Identify imagery and atmosphere.  
Reading Skill: Recognize the author's purpose.

#### Informational: English: World Language

### Japan and Argentina

#### Japan: Pining Wind

Literary Skill: Identify the characteristics of Noh Drama.  
Reading Skill: Read and understand drama.

#### Argentina: Axolotl

Literary Skill: Identify characteristics of realism and point of view.  
Reading Skill: Understand structure and symbolism.

### Communication

#### Media Event: Compare and Contrast

Reading Skill: Compare and contrast the ways in which media genres (i.e., televised news, news magazines, documentaries, online information) cover the same event.

### Grammar

#### Paragraphs: Word Choice, Phrases, Transitions

Grammar Skill: Explain how repetitions of words, phrases, structural features, and ideas affect the meaning and/or tone of a text.

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<b>Punctuation: Apostrophes, Hyphens, Dashes, Parentheses, Brackets</b>
Grammar Skill: Correctly use the following punctuation: Apostrophes, Hyphens, Dashes, Parentheses, Brackets

Writing

<b>Historical Research</b>
Writing Skill: Write a historical research essay. Support your controlling idea with meaningful examples, reasons, and information based upon your research or readings.

**Unit 8: Modern Age 1914-1939**  
The Harlem Renaissance

<b>Lecture: Timeline</b>
Literary Skill: Understand speaker, tone, and the concept of autobiographical essay
Reading Skill: Be able to draw inferences about the speaker and determine the author's perspective and purpose.
Info Skill: Evaluate how the historical background influenced writers.

<b>Poem: The Negro Speaks of Rivers</b>
Literary Skill: Consider the importance and the effect of the speaker in a story.
Reading Skill: Drawing inferences about the speaker

<b>Memoir: When the Negro was in Vogue</b>
Literary Skill: Interpret tone. Use graphical organizer to record facts and opinions/emotions about groups of people.
Reading Skill: Recognize the author's perspective.

<b>Essay: How It Feels to Be Colored Me</b>
Literary Skill: Interpret an autobiographical essay.
Reading Skill: Identify the author's purpose. Use graphical organizer to gather data about passages and identify the purpose.

Modernism

<b>Lecture: Background</b>
Literary Skill: Examine style, blank verse and speaker.
Reading Skill: Be able to make inferences, analyze forms in poetry and theme.
Info Skill: Evaluate the concepts and ideas of Modernism.

<b>Short story: The End of Something</b>
Literary Skill: Analyze style.
Reading Skill: Be able to make inferences from the text. Use graphic organizer to analyze dialogue and what it reveals.

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<b>Informational: Nobel Prize</b>			
Info Skill: Interpret a speech. Be familiar with the background of the Nobel Prize.			
Writing Skill: Write a journal entry that responds to a speech.			
<b>Poem: The Death of the Hired Man</b>			
Literary Skill: Evaluate blank verse.			
Reading Skill: Recognize different forms in poetry. Use graphic organizer to record places in poem where a pause is necessary to identify the speaker.			
<b>Poem: Self in 1958</b>			
Literary Skill: Recognize the speaker in a poem.			
Reading Skill: Understand and analyze theme. Use graphic organizer to organize details.			

**Communication**

<b>Newswriting</b>			
Reading Skill: Learn news writing techniques such as lead. Read a web article on Preserve America initiative.			
Writing Skill: Write a news lead and organize information from most important to least important.			

**Grammar**

<b>Reflexive and Intensive Pronouns</b>			
Grammar Skill: Understand the different types, uses, and forms of pronouns.			
<b>Nouns</b>			
Grammar Skill: Classifying nouns according to their attributes (e.g., concrete/abstract).			

**Writing**

<b>Expository Writing</b>			
Grammar Skill: Use grammatical and mechanical conventions of standard English.			
Writing Skill: Write a multi-paragraph speech. Support your controlling idea with meaningful examples, information, and references for the text. Cite direct quotes and any information that has been paraphrased from the passages that you have read.			

**Unit 9: Contemporary Literature 1939 -1980**

**World War II**

<b>Lecture: Timeline</b>			
Literary Skill: Analyze implied metaphor and mood.			
Reading Skill: Recognize imagery and be able to compare moods.			
Info Skill: Understand the effect World War II had on literature.			

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			<b>Poem: The Death of the Ball Turret Gunner</b> Literary Skill: Interpret implied metaphors. Reading Skill: Examine and analyze imagery.
			<b>Poem: In Response to Executive Order 9066</b> Literary Skill: Evaluate mood and its components. Reading Skill: Compare moods.
			<b>Postwar</b>
			<b>Public Document: "The Arrogance and Cruelty of Power"</b> Literary Skill: Understand persuasion and argument and their components and functions. Reading Skill: Explore the cause and effect relationship.
			<b>Letter: Letter from Birmingham Jail</b> Literary Skill: Consider allusions in context. Analyze relevance of setting and time frame to text's meaning. Reading Skill: Recognize a logical argument.
			<b>Contemporary</b>
			<b>Lecture: Background</b> Literary Skill: Interpret tone and imagery. Evaluate a personal essay. Reading Skill: Evaluating an author's arguments. Identify main ideas and supporting details. Analyze descriptive details.
			<b>Essay: Autobiographical Notes</b> Literary Skill: Interpret and analyze tone. Reading Skill: Evaluate an author's arguments.
			<b>Essay: Mother Tongue</b> Literary Skill: Recognize a personal essay. Reading Skill: Identify main ideas and supporting details. Use graphic organizer to organize supporting details and main ideas.
			<b>Poem: The Latin Deli: An Ars Poetica</b> Literary Skill: Interpret and analyze imagery. Reading Skill: Analyze descriptive details. Use a graphic organizer to sort descriptive details.
			<b>Informational: The 51st State?</b> Info Skill: Understand where and what Puerto Rico is and its relationship to the United States Writing Skill: Write a journal entry that reflects upon our national culture and identity.

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**Communication**

**Analysis of Formal Speech**

Listening Skill: Listen to and analyze a formal speech. Pay attention to characteristics such as presentation and word choice.  
 Writing Skill: Write a critique of a formal speech.

**Grammar**

**Commonly Confused Words**

Grammar Skill: Recognized commonly misspelled words.

**Capitalization**

Grammar Skill: Implement correct usage of rules regarding capitalization.

**Writing**

**Short Story**

Writing Skill: Write a short story. Tell your story in an interesting way to engage the reader. Describe the characters, setting, and conflict using meaningful sensory descriptions and details that enable the reader to visualize the experiences in your narrative.

**Unit 10: The Information Age 1980 - Present      Informational Text**

**Life in the US**

**The Great Chicago Fire**

Info Skill: Explore a national historic event. Appreciate historical images.  
 Writing Skill: Write a journal entry regarding modern cities' ability to recover from disasters.

**National Public Radio**

Info Skill: Evaluate audio media.  
 Listening Skill: Listen to an radio broadcast of a public discussion.  
 Writing Skill: Write a journal entry about the survival of the radio as a means of mass media.

**Health Documents**

**Caffeine**

Info Skill: Relate to and implement health-based information.  
 Writing Skill: Write an opinionated but evidence-supported journal entry.

**Nicotine**

Info Skill: Defend a position. Consider differing perspectives.  
 Writing Skill: Write an insightful journal entry on an important health issue.

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<b>Government Agencies</b>					
<b>National Endowment for the Humanities</b>					
Info Skill: Become familiar with a government agency.					
Writing Skill: Write an opinionated journal entry.					
<b>National Park Service</b>					
Info Skill: Become familiar with a government agency. Appreciate images of nature.					
Writing Skill: Write a journal entry based the societal value of preservation.					
<b>Non-Profits</b>					
<b>Lance Armstrong Foundation</b>					
Info Skill: Consider a non-profit organization.					
Writing Skill: Write a journal that evaluates the actions of others.					
<b>Better Business Bureau</b>					
Info Skill: Evaluate the services of a non-government organization.					
Writing Skill: Write a business/financially-related journal entry.					
<b>Communication</b>					
<b>Oral Interpretation</b>					
Reading Skill: Analyze rubrics used for oral interpretation.					
Writing Skill: Write a journal entry discussing rubrics used for oral interpretation.					
<b>Grammar</b>					
<b>Auxiliary Verbs</b>					
Grammar Skill: Recognizing different types of verbs and using them correctly					
<b>Verbs: Recognizing Mood</b>					
Grammar Skill: Identifying the different types of verb moods					
<b>Writing</b>					
<b>Write a Cover Letter</b>					
Writing Skill: Develop a cover letter that clearly communicates your thesis to the audience. Support your thesis with meaningful reasons and sufficient details. Address the readers' concerns, opposing viewpoints, or counterarguments.					