

Applied Communication Arts EMBEDDED CREDIT

(Objective list)

Name: _____ Sending School: _____

Sixteen (16) objectives must be mastered in order to receive 1 English credit. Four (4) objectives must be completed each semester in order to receive .5 credit. Failure to complete the required objectives may result in the student being removed from the embedded credit program.

COMMUNICATIONS ARTS

CTE Teacher	Objectives	GLE	State Standard	Comm Art Teacher	Date	Score
1. Use standard English in speaking and writing (including grammar, usage, punctuation, spelling, capitalization)						
	a. Prepare brochure (i.e. advertising or step process)		Writing 1A, 2B-F, 3E	CA 1, 4, 1.6, 1.8, 2.1, 2.2, 2.6, 4.8		
	* b. Prepare a persuasive research paper using MLA style		Writing 1A, 2B-F, 3D Information Lit. 1A-D	CA 1, 2, 3, 4, 6, 1.1, 1.2, 1.4, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 3.5, 4.1, 4.4 4.6		
	* c. Use job-related vocabulary		Reading 1E	CA 2, 3 1.5, 1.6		
	d. Write an invoice/estimate		Writing 2-B-F, 3E	CA 1 1.6, 2.1, 2.2		
	* e. Develop PowerPoint presentation		Listening/Speaking 2A	CA 1, 6 2.1, 2.3, 4.6		
	* f. Presentation of idea, procedure or topic. (outline required)		Writing 1A, 2B-F, 3D Information Lit. 1A-D Listening/Speaking 2A	CA1, 2, 3, 4, 1.11.2, 1.4, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 3.5, 4.1, 4.4 4.6		
2. Read and evaluate nonfiction works and material (i.e. biographies, newspapers,						

technical manuals)		
a. Follow the procedures on a skill exercise	Reading 3D	CA 3 1.5, 1.6
** b. Complete eight (8) article Reviews (May count as two (2) objectives)	Reading 3A, 3C	CA 3 1.6, 1.7, 2.4, 3.1, 3.4, 3.5, 3.6
c. Conduct research through technical manuals	Reading 3A, 3C	CA 3 1.6, 1.7, 2.4, 3.1, 3.4, 3.5, 3.6
d. Read and interpret blueprints	Reading 3A, 3C	CA 3 1.6, 1.7, 2.4, 3.1, 3.4, 3.5, 3.6
3. Write formally (i.e. reports, narratives, essays) and informally (i.e. outlines, notes)		
a. Keep a log book to document procedures used to solve problems (internship)	Writing 1A, 3E	CA 1, 4 1.8, 2.1, 2.2, 2.6, 4.8
b. Complete a purchase requisition (P.O.)	Writing 3E	CA 4 1.8, 2.1, 2.6, 4.8
* c. Write a cover letter	Writing 3E	CA 4 1.8, 2.1, 2.6, 4.8
* d. Prepare a resume (interview-ready)	Writing 3E	CA 4 1.8, 2.1, 2.6, 4.8
e. Write a business letter	Writing 3E	CA 4 1.8, 2.1, 2.6, 4.8
4. Comprehend and evaluate the content and artistic aspects of oral and visual presentations		
a. Evaluate lectures, sales presentations, and/or informational presentations	Listening 1A-B	CA 5, 6 1.5, 1.6, 1.10

5. Participate in formal and informal presentations and discussions of issues and