

## Technical Writing

### RCAS Policies/Procedures:

Students will be required to follow all RCAS policies and procedures. To view the RCAS High School Student Handbook, click [handbook](#).

### Course Description:

This course satisfies 0.5 credit of the state literature requirement. This course focuses on literary and informational texts which emphasize diversity, ethics, and inclusion. Students will cite strong evidence from the text, determine central ideas, and analyze the impact of authors' point of view, purpose, and form. Students will evaluate texts for accuracy and bias by examining the author's tone, purpose, and audience.

### Textbook:

Business and Professional Communication: Putting People First

Business English Writing: Grammar, exercises and vocabulary

The Business Writer's Handbook: Twelfth Edition (Spiral Bound)

Essential Grammar for Business: The Foundation of Good Writing

### Required Resources:

"Limited Choice" Resources: (students will be asked to choose at least one title from this list)

### Student Choice:

Will student be asked to choose additional reading material from the

classroom or school library?

No

### **Essential Questions:**

- How do I effectively and professionally communicate my professional strengths and value in written communication?
- How is writing style influenced by purpose and audience?
- How are my idiosyncratic experiences and personality traits best communicated to professional organizations?
- Why practice daily Writing?
- Will you be starting a business in your future? I don't know, but what better way to learn some of the terms, money it takes, and creativity? The US was built on innovation and creativity and that was certainly a competitive edge. Let's make this an option for you!

### **Essential Learning Intentions:**

- I can accurately cite strong, relevant, and thorough textual evidence to support analysis of what the text says explicitly as well as inferentially. (RL/RI 1)
- I can produce clear and coherent writing in which the development, organization, style and tone are appropriate to grade-specific task, purpose and audience. (W.4)
- I can use a writing process to develop and strengthen writing as needed by planning, revising, editing, and rewriting (the writing process) (W.5)
- Demonstrate command of conventions. (L.2)
- Students will write a personal essay or cover letter/resume to highlight their academic and personal achievements for a specific purpose and toward a specific audience.
- Students will be to develop a workplace writing practice. Tasks will vary, but will all work to advance the purpose of making workplace writing a daily practice, helping students' ability to transfer their thoughts into written communication and to generate thoughts through writing in a professional way.
- Students will develop a project that will give them the basic fundamentals of what it takes to start a business.