

SPEAKING AND WRITING

Standard	A student who meets this standard should be able to:	Page Numbers
A: A student should be able to speak and write well for a variety of purposes and audiences.	1. apply elements of effective writing and speaking; these elements include ideas, organization, vocabulary, sentence structure, and personal style	gathering ideas 75, 100, 1136 word origins 1214 glossary of words for everyday use 1314-1322 sentences 166, 255, 695, 769, 1115-1116, 1172-1173, 1175-1178 organizing ideas 75, 1144 root words 1213-1214 style 607, 1311
	2. in writing, demonstrate skills in sentence and paragraph structure including grammar, spelling, capitalization, and punctuation	grammar 1164 spelling 1210-1211 capitalization 211, 353, 416, 992, 1204-1210 punctuation 1197-1204
	3. in speaking, demonstrate skills in volume, intonation, and clarity	elements of verbal communication 1221
	4. write and speak well to inform, to describe, to entertain, to persuade, and to clarify thinking in a variety of format, including technical communication	imaginative writing 451 science fiction 1076 public speaking 52, 1225 computers for writing 1129-1130 purposes of writing 1134 forms of writing 1135-1136 editorial or speech 188
	5. revise, edit, and publish the student's own writing as appropriate	revising 75, 1148 proofreading 75, 1150 publishing 1152
	6. when appropriate, use visual techniques to communicate ideas; these techniques may include role playing, body language, mime, sign language, graphics, Braille, arts, and dance	role-playing 1142 non-verbal communication 1222 charts and graphs 1245-1246
	7. communicate ideas using varied tools of electronic technology	computers for writing 1129-1130 film and television 1226 computerized catalogs 1249-1250
	8. evaluate the student's speaking and writing and that of others using high standards	peer evaluation & self evaluation 1148 evaluating 75, 1161

READING, LISTENING, & VIEWING

Standard	A student who meets this standard should be able to:	Page Numbers
B: A student should be a competent and thoughtful reader, listener, and viewer of literature, technical materials, and a variety of other information.	1. comprehend meaning from written text and oral and visual information by applying a variety of reading, listening, and viewing strategies; these strategies include phonic, context, and vocabulary cues in reading, critical viewing, and active listening	reading skills 1241-1245 active listening 1223-1224 mnemonic techniques 1233-1235 context clues 1212 film and television 1226-1227
	2. reflect on, analyze, and evaluate a variety of oral, written, and visual information and experiences, including discussions, lectures, art, movies, television, technical materials, and literature	analysis 550, 1288 keeping a journal 1127-1128 evaluating 1147-1148 film and television 1226-1227 discussion 1224 technical writing 1283-1284 This text offers a wide variety of literature.
	3. relate what the student views, reads, and hears to practical purposes in the student's life, to the world outside, and to other texts and experiences	"Respond in Writing" follows each selection to give reader the opportunity to connect selection to his/her life, ex. 328, 338, 375, 479. "Connections" paragraph precedes each selection connecting it to science, history, etc, ex. 470, 474, 556.

COMPLETING INDEPENDENT & COOPERATIVE PROJECTS

Standard	A student who meets this standard should be able to:	Page Numbers
C: A student should be able to identify and select from multiple strategies in order to complete projects independently and cooperatively.	1. make choices about a project after examining a range of possibilities	comparing & contrasting 62 hypotheses, making & testing 777 decision making 480, 801, 1228 evaluating sources 41, 948, 1256 organizing ideas 75, 1144
	2. organize a project by: <ul style="list-style-type: none"> • understanding directions • making and keeping deadlines, and • seeking, selecting, and using relevant resources 	finding sources 40, 269, 338, 1039, 1255 reference works 40, 269, 338, 1039, 1251 library materials 40, 948, 1246 computer-assisted research 202, 269, 338, 405, 948, 1039, 1254 dictionaries 40, 269, 338, 866, 948, 1039, 1253

	3. select and use appropriate decision-making processes	decision making & problem solving 480, 801, 1228-1230 distinguishing fact & opinion 708, 1235 comparing & contrasting 62
	4. set high standards for project quality	self and peer evaluation 1148 evaluation 1147-1148
	5. when working on a collaborative project: <ul style="list-style-type: none"> • take responsibility for individual contributions to the project • share ideas and workloads • incorporate individual talents and perspectives • work effectively with others as an active participant and as a responsive audience • evaluate the processes and work of self and of others 	collaborative learning & discussion 53, 957, 1025, 1224-1225 brainstorming 1142 active listening & interpersonal communication 53, 401, 690, 957, 1223 evaluation 1147-1148

PRESENTING AND EXPLAINING POSITIONS

Standard	A student who meets this standard should be able to:	Page Numbers
D: A student should be able to think logically and reflectively in order to present and explain positions based on relevant and reliable information.	1. develop a position by: <ul style="list-style-type: none"> • reflecting on personal experiences, prior knowledge, and new information • formulating and refining questions • identifying a variety of pertinent sources of information • determining an author’s purposes 	journal entries 1127-1128 choosing a topic 1131-1133 questions 1133 informative writing 1134 sources of information 40, 269, 338, 1039, 1255 analyzing 63, 1232 choosing a purpose 1134, 1307 aim 61, 187, 383, 682, 1287
	2. evaluate the validity, objectivity, reliability, and quality of information read, heard, and seen	evaluation 1147-1148
	3. give credit and cite references as appropriate, and	documenting sources 41, 949, 1265
	4. explain and defend a position orally, in writing, and with visual aids as appropriate	public speaking 52, 1225 visual aids 1245-1246 writing plan 74, 1131 editorial or speech 188 argumentation 682, 1289

UNDERSTANDING & RESPECTING OTHERS’ PERSPECTIVES

Standard	A student who meets this standard should be able to:	Page Numbers
E: A student should understand and respect the perspectives of	1. use information and literature, both oral and written, of many types and cultures to understand self and others.	Selections in this text represent 7 African countries; 9 from South America, 13 from Europe; 3 from

others in order to communicate effectively.		the Far East; 6 from the Middle East; as well as Australia, Great Britain, and the U.S.
	2. evaluate content from the speaker's or author's point of view	aim 61, 187, 383, 682, 1287 point of view 17, 74, 268, 269, 415, 472, 763, 1092, 1306 evaluating 75, 1161
	3. recognize bias in all forms of communication, and	faulty arguments & propaganda 913, 1236 distinguishing fact from opinion 708, 1235 generalizing & deducing 63
	4. recognize the communication styles of different cultures and their possible effects on others	active listening & interpersonal communication 53, 401, 690, 957, 1223