

Texas University Interscholastic League

Contest Event: News Writing

The contest teaches students to read critically, to digest and prioritize information quickly, and to write clearly, accurately and succinctly. Emphasis is placed on mechanical and stylistic precision, lead writing, use of direct and indirect quotes, and news judgment.

The Texas Essential Knowledge and Skills are categorized by course area and grade level. The following are course area abbreviations used for the TEKS in News Writing:

Journalism=JOUR; Advanced Journalism=ADVJOUR; Independent Study in Journalism=ISJOUR;
 English Language Arts & Reading = ELAR 1-4; Reading I, II, III=REA; Reading Application and Study Skills=REAAP; Research and Technical Writing=RTW; Creative and Imaginative Writing=CIW; Practical Writing Skills=PWS; Literary Genres=LG Media Literacy-Speech=ML; Communication Applications=COMAPP; Speech Communication=SC; Public Speaking 1-3=PS; United States History Studies Since Reconstruction=USHRECON; World History Studies=WH; United States Government=GOV; Psychology=PSYC; Sociology=SOC; Economics with Emphasis on the Free Enterprise System and Its Benefits, High School=ECON; Social Studies Research Methods=SSRM; Special Topics in Social Studies=STSS; Business Communications=BC; Business Support Systems=BSS; Business Computer Information Systems=BCIS; Desktop Publishing=DP; Computer Science=CSCI; Digital Graphics and Animation=DGA; Multimedia=MM; Independent Study in Technology Applications=ISTA; Word Processing Applications=WPA; Keyboarding=KEY; Health 1, Grades 9-10=HEA; Family and Career Management=FCM; Individual and Family Life=IFL; Family Health Needs=FHN; Career Studies=CS; Marketing Yourself=MY

Each TEKS begins with the outline number for the appropriate course area.

Texas Essential Knowledge and Skills	Contest Knowledge and Skills
<p><u>Free Speech as Basis of Journalistic Writing Knowledge and Skills:</u></p> <p>14B. Analyze the rights guaranteed by the Bill of Rights, including first amendment freedoms. (GOV) 17B. Analyze the importance of free speech and press in a democratic society. (GOV) 2A. Analyze the roles of media as sources of information, entertainment, persuasion, and education. (ML) 2B. Analyze strategies used by media to inform, persuade, entertain, and educate. (ML)</p>	<p><u>Free Speech as Basis of Journalistic Writing Knowledge and Skills:</u></p> <p>-Apply first amendment rights when writing in journalistic format.</p> <p>-Create written work that shows an understanding of the varied purposes of the media, including news writing, which is used to inform and educate.</p>
<p><u>Following Directions Knowledge and Skills:</u></p> <p>4G. Follow oral and written directions. (BC) 1A. Interpret and follow directions to produce documents. (WPA) 1B. Locate and interpret written information. (BC)</p>	<p><u>Following Directions Knowledge and Skills:</u></p> <p>- Follow written and oral directions.</p> <p>- Interpret directions to produce News Writing copy.</p>
<p><u>Test-Taking Knowledge and Skills:</u></p> <p>5J. Use test-taking skills such as highlighting, making marginal notes, previewing questions before reading, noticing key words, employing process of elimination, allotting time, and following directions. (REA)</p>	<p><u>Test-Taking Knowledge and Skills:</u></p> <p>-Use test-taking strategies in order to move through competition materials within an allotted time.</p>

<p><u>Reading Knowledge and Skills:</u></p> <p>2A, 7J, 7H & 8I. Read silently for a sustained period of time. (REA)</p> <p>2C. Adjust reading rate according to purpose for reading. (REA)</p> <p>3A. Read to complete a task, to gather information, to be informed, to solve problems, to answer questions, and for pleasure. (REA)</p> <p>5C, 7A & 8A. Determine and adjust purpose for reading such as to find out, to understand, to interpret, to enjoy, and to solve problems. (REA)</p> <p>3C. Establish and adjust both immediate and overarching purposes for reading such as to find out, to understand, to interpret, to enjoy, or to solve problems. (REAAP)</p> <p>7C, 8C, 5A & 3A. Monitor his/her own reading and adjust when understanding breaks down such as by rereading, using resources, and questioning. (REA & REAAP)</p> <p>5B. Use previous experience to comprehend. (REA)</p> <p>3B, 7B & 8B. Activate and draw upon background knowledge in order to comprehend. (REAAP)</p> <p>8. Reading/Comprehension of Informational Text/Culture and History. Students analyze, make inferences and draw conclusions about the author's purpose in cultural, historical, and contemporary contexts and provide evidence from the text to support their understanding. Students are expected to explain the controlling idea and specific purpose of an expository text and distinguish the most important from the less important details that support the author's purpose. (ELAR 1-4)</p> <p>9. Reading/Comprehension of Informational Text/Expository Text. Students analyze, make inferences and draw conclusions about expository text and provide evidence from text to support their understanding. Students are expected to:</p> <p>A. summarize text and distinguish between a summary that captures the main ideas and elements of a text and a critique that takes a position and expresses an opinion;</p> <p>B. differentiate between opinions that are substantiated and unsubstantiated in the text;</p> <p>C. make subtle inferences and draw complex conclusions about the ideas in text and their organizational patterns; and</p> <p>D. synthesize and make logical connections between ideas and details in several texts selected to reflect a range of viewpoints on the same topic and support those findings with textual evidence. (ELAR 1-4)</p>	<p><u>Reading Knowledge and Skills:</u></p> <p>-Read silently.</p> <p>-Adjust reading rate for purpose of reading.</p> <p>-Read to gather information, be informed, and to solve a problem.</p> <p>-Adjust reading when understanding breaks down by rereading.</p> <p>-Draw upon experiences and background knowledge in order to comprehend text.</p>
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<p>10. Reading/Comprehension of Informational Text/Persuasive Text. Students analyze, make inferences and draw conclusions about persuasive text and provide evidence from text to support their analysis. Students are expected to:</p> <p>A. analyze the relevance, quality, and credibility of evidence given to support or oppose an argument for a specific audience; and</p> <p>B. analyze famous speeches for the rhetorical structures and devices used to convince the reader of the authors' propositions. (ELAR 1-4)</p> <p>11. Reading/Comprehension of Informational Text/Procedural Texts. Students understand how to glean and use information in procedural texts and documents. Students are expected to:</p> <p>A. analyze the clarity of the objective(s) of procedural text (e.g., consider reading instructions for software, warranties, consumer publications); and</p> <p>B. analyze factual, quantitative, or technical data presented in multiple graphical sources. (ELAR 1-4)</p>	
<p><u>Interviewing Knowledge and Skills:</u></p> <p>2A. Locate information sources such as persons, databases, reports, and past interviews; gathers background information; and researches to prepare for an interview or investigate a topic. (JOUR)</p> <p>2B. Plan and write relevant questions for an interview or in-depth research. (JOUR)</p> <p>3E. Use appropriate verbal, nonverbal, and listening strategies to promote group effectiveness. (COMAPP)</p> <p>3E. Use appropriate verbal, nonverbal, and listening strategies to communicate effectively in groups (SC)</p> <p>1B. Adjust behavior appropriately to fit various situations. (PSYC)</p> <p>15B. Demonstrate empathy towards others. (HEA)</p> <p>6G. Demonstrate business and personal etiquette. (FCM)</p> <p>1C. Contribute to the development of a supportive climate in groups. (PSYC)</p> <p>1D. Accept and fulfill social responsibilities associated with citizenship in a group setting. (PSYC)</p> <p>2C. Use communication-management skills to build confidence and develop appropriate assertiveness, tact, and courtesy. (COMAPP)</p> <p>2B. Employ appropriate verbal, nonverbal, and listening skills to enhance interpersonal relationships. (COMAPP)</p>	<p><u>Interviewing Knowledge and Skills:</u></p> <p>-Plan and prepare for interviews by locating background information and writing relevant questions.</p> <p>-Demonstrate appropriate group communication skills through proper assertiveness, tact, empathy, etiquette, and courtesy.</p> <p>-Use proper interviewing techniques and verbal communication to effectively conduct an interview.</p> <p>-Ask appropriate and purposeful questions.</p> <p>-Conduct interviews to gather information and to obtain resource materials.</p> <p>-Demonstrate effective listening techniques by writing summaries and taking notes during interview.</p>

<p>6K, 12A & 12B. Demonstrate verbal, nonverbal, written, and electronic communication skills. (CS, IFL & FHN)</p> <p>15A. Apply communication skills that demonstrate consideration and respect for self, family, and others. (HEA)</p> <p>4I. Demonstrate proper business interviewing techniques in various situations, for example, one-on-one, group, and committee interviews. (BC)</p> <p>2E. Conduct interviews to obtain resource materials. (BC)</p> <p>2G. Communicate effectively in interviews. (COMAPP)</p> <p>2E. Make clear appropriate requests, give clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others. (COMAPP)</p> <p>16B, 15B, 16B & 6D. Use informal, standard, and technical language effectively to meet the needs of purpose, audience, occasion, and task. (PS)</p> <p>2J. Gather information through interviews (in person or telephone). (JOUR)</p> <p>16B, 14B, 14C, 15C, 2E, 1E & 1H Engage in critical, empathic, appreciative, and reflective listening. (SC, PS & COMAPP)</p> <p>4E & 4C. Demonstrate the ability to listen by writing summaries of presentations and oral conversations. (BC & BSS)</p> <p>24. Listening and Speaking/Listening. Students will use comprehension skills to listen attentively to others in formal and informal settings. Students will continue to apply earlier standards with greater complexity. Students are expected to:</p> <p>A. listen responsively to a speaker by taking notes that summarize, synthesize, or highlight the speaker's ideas for critical reflection and by asking questions related to the content for clarification and elaboration; (ELAR 1-4)</p>	
<p><u>Transferring Information Knowledge and Skills:</u></p> <p>22C, 25C, 26D, 14C, 15C, 2C & 24C. Transfer information from one medium to another, including written to visual and statistical to written or visual, using computer software as appropriate. (GOV, USHRECON, WH, PSYC, SOC, STSS & ECON)</p>	<p><u>Transferring Information Knowledge and Skills:</u></p> <p>-Transfer information from verbal interview to written story.</p>
<p><u>Strategies to Explore, Clarify, Summarize and Recall Information Knowledge and Skills:</u></p> <p>1F. Take notes. (PWS)</p>	<p><u>Strategies to Explore, Clarify, Summarize and Recall Information Knowledge and Skills:</u></p> <p>-Take notes or make marginal notations in order</p>

<p>5B. Recall important information by taking notes or making marginal notations. (REAAP)</p> <p>3A. & 1A. Use writing such as learning logs to formulate questions, refine topics, and clarify ideas. (RTW & ISJOUR)</p> <p>5F. Organize, learn, and recall important ideas from texts and oral presentations such as note taking, outlining, using learning logs, rereading, scanning, and skimming. (REA)</p> <p>1B. Organize and support what is known and what needs to be learned about a topic. (ISJOUR)</p> <p>21A, 24B, 25C, 13F, 14B, 1B & 23A. Analyze information by sequencing, categorizing, identifying cause-and-effect relationships, comparing, contrasting, finding the main idea, summarizing, making generalizations and predictions, and drawing inferences and conclusions. (GOV, USHRECON, WH, PSYC, SOC, STSS & ECON)</p> <p>7E, 8E, 5I & 5I. Analyze text structures such as compare/contrast, cause/effect, or chronological order for how they influence understanding. (REAAP & REA)</p> <p>5G & 7G. Summarize texts by identifying main ideas and relevant details. (REA)</p> <p>5C. Summarize information from text through the use of outlines, study guides, or learning logs. (REAAP)</p> <p>5A. Learn and recall ideas and concepts from text such as previewing, skimming, scanning, rereading, and asking questions. (REAAP)</p> <p>9A. Summarize text and distinguish between a summary that captures the main ideas and elements of a text and a critique that takes a position and expresses an opinion;</p> <p>B. differentiate between opinions that are substantiated and unsubstantiated in the text;</p> <p>C. make subtle inferences and draw complex conclusions about the ideas in text and their organizational patterns; and</p> <p>D. synthesize and make logical connections between ideas and details in several texts selected to reflect a range of viewpoints on the same topic and support those findings with textual evidence. (ELAR 1-4)</p>	<p>to formulate questions, refine topics, clarify ideas and recall information.</p> <p>-Sequence and categorize information to make generalizations, draw inferences and conclusions and support what is known and what needs to be known about a topic.</p> <p>-Use text structure as a way to analyze information.</p> <p>-Summarize information from text.</p> <p>-Apply reading strategies, such as skimming, scanning and rereading to learn and recall information.</p>
<p><u>Multiple Sources Knowledge and Skills:</u></p> <p>2B. Locate and paraphrase secondary sources. (BC)</p> <p>2A. Find a variety of sources to provide balance to coverage (ADVJOUR)</p> <p>2C. Document secondary sources. (BC)</p> <p>3B, 1C, 4C & 4D. Compile information from</p>	<p><u>Multiple Sources Knowledge and Skills:</u></p> <p>-Locate newsworthy information from a variety of primary and secondary sources.</p> <p>-Document sources, and sort information based on the news worthiness, validity and reliability of the source.</p>

<p>primary and secondary sources using available technology. (RTW, ISJOUR) 1D & 3C. Organize information from multiple sources, including primary and secondary sources. (ISJOUR & RTW) 1E & 4F. Link related information and ideas from a variety of sources. (ISJOUR) 21C. Paraphrase, summarize, quote, and accurately cite all researched information according to a standard format (e.g., author, title, page number). (ELAR 1-4)</p>	<p>-Organize and link information from a variety of sources to fit a news writing format.</p>
<p><u>Accuracy, Credibility and Factual Information Knowledge and Skills:</u></p> <p>3A. Define and differentiate reliability and validity. (SSRM) 3B. Identify methods of checking for reliability. (SSRM) 2C. Evaluate and confirm the validity of background information from a variety of sources such as other qualified persons, books, and reports. (JOUR) 21D & 23E. Analyze and evaluate the validity of information from primary and secondary sources for bias, propaganda, point of view, and frame of reference. (GOV & ECON) 12A, 13B, 8B & 4B. Evaluate the credibility of information sources and their appropriateness for assigned and self-selected topics. (REA & REAAP) 3C. Evaluate various sources for reliability and validity and justify the conclusions. (SSRM) (USHRECON, WH & STSS) 24F, 25G & 1E Identify bias in written, oral, and visual material. (USHRECON, WH & STSS) 4B. Define and give examples of bias related to various points of view. (PSYC) 1C. Distinguish communicated fact from opinion by identifying key words. (BC) 2B. Compose the story accurately keeping his/her own opinion out of non-editorial coverage. (ADVJOUR) 22B. Evaluate the relevance of information to the topic and determine the reliability, validity, and accuracy of sources (including Internet sources) by examining their authority and objectivity; (ELAR 1-4)</p>	<p><u>Accuracy, Credibility and Factual Information Knowledge and Skills:</u></p> <p>-Evaluate the validity, credibility and reliability of background information and sources, for bias, propaganda, point of view, frame of reference, language, and corroboration with other sources.</p> <p>-Identify bias.</p> <p>-Distinguish fact from opinion.</p> <p>-Compose news writing accurately, keeping own opinion out of coverage.</p>
<p><u>Draw Conclusions and Inferences from Text:</u></p> <p>13B. Draw and evaluate conclusions from qualitative information. (PSYC) 13E & 5H. Draw conclusions from information</p>	<p><u>Drawing Conclusions and Inferences from Text:</u></p> <p>-Draw inferences and conclusions and evaluate and support them with text evidence and experience.</p>

<p>gathered. (REAAP) 5H. Make inferences such as drawing conclusions and making generalizations or predictions, supporting them with text evidence and experience. (REA) 7H, 7G, 8G & 5G. Draw inferences such as conclusions, generalizations, and predictions and support them from text. (REAAP) 5H. Draw conclusions from text information (REAAP) 6. Reading/Comprehension of Literary Text/Literary Nonfiction. Students understand, make inferences and draw conclusions about the varied structural patterns and features of literary nonfiction and provide evidence from text to support their understanding. (ELAR 1-4)</p>	
<p><u>Analyze Story Telling Elements Knowledge and Skills:</u></p> <p>11C & 2G. Analyze characters and identify time and point of view. (LG) 11D & 2E. Identify basic conflicts. (LG) 11E, 11C, 12C & 2F. Analyze the development of plot in narrative text. (LG) 5. Reading/Comprehension of Literary Text/Fiction. Students understand, make inferences and draw conclusions about the structure and elements of fiction and provide evidence from text to support their understanding. Students are expected to: A. analyze non-linear plot development (e.g., flashbacks, foreshadowing, sub-plots, parallel plot structures) and compare it to linear plot development; B. analyze how authors develop complex yet believable characters in works of fiction through a range of literary devices, including character foils; C. analyze the way in which a work of fiction is shaped by the narrator's point of view; (ELAR 1-4)</p>	<p><u>Analyze Story Telling Elements Knowledge and Skills:</u></p> <p>-Analyze setting, time frame, characters, point of view, conflicts and plot from writing prompt and/or interview and incorporate into news writing.</p>
<p><u>Elements of News Knowledge and Skills:</u></p> <p>2G. Demonstrate an understanding of the elements of news through writing. (JOUR)</p>	<p><u>Elements of News Knowledge and Skills:</u></p> <p>-Demonstrate an understanding of the elements of news through the creation of news writing.</p>
<p><u>Writing Organization and Structure Knowledge and Skills:</u></p> <p>2A, 2B, 4A & 2A. Select and apply prewriting strategies to generate ideas, develop voice, and plan. (CIW, RTW, PWS)</p>	<p><u>Writing Organization and Structure Knowledge and Skills:</u></p> <p>-Plan writing through prewriting to develop, generate ideas and plan structure.</p>

<p>1A & 4D. Organize ideas logically and sequentially. (BC & BSC) 1G, 1D, 1C & 1F. Organize ideas in writing to ensure coherence, logical progression, and support for ideas. (CIW, RTW) 2F, 4D, 2D & 2D. Use effective sequence and transitions to achieve coherence and meaning. (PWS, CIW & RTW) 2D. Incorporate direct and indirect quotes and other research to write in copy. (JOUR) 13. Writing/Writing Process. Students use elements of the writing process (planning, drafting, revising, editing, and publishing) to compose text. Students are expected to: A. plan a first draft by selecting the correct genre for conveying the intended meaning to multiple audiences, determining appropriate topics through a range of strategies (e.g., discussion, background reading, personal interests, interviews), and developing a thesis or controlling idea; B. structure ideas in a sustained and persuasive way (e.g., using outlines, note taking, graphic organizers, lists) and develop drafts in timed and open-ended situations that include transitions and the rhetorical devices used to convey meaning; (ELAR 1-4)</p>	<p>-Organize ideas to ensure coherence, logical progression, and support of ideas. -Use transitions and direct and indirect quotes as the structural base of journalism text.</p>
<p><u>Writing as Communication Knowledge and Skills:</u></p> <p>2A, 3A & 4A. Produce legible written work, including handwritten, word processed, and typed documents. (PWS, CIW & RTW) 2I. Write both independently and/or collaboratively. (CIW & RTW) 4A. Demonstrate basic writing skills through assigned tasks. (BSS) 2B & 6K, 12A & 12B. Demonstrate effective verbal, nonverbal, written, and electronic communication skills. (CS, FCM, IFL & FHN) 6A. Communicate effectively in a business context. (MY) 7. Oral and Written Conventions/Conventions. Students understand the function of and use the conventions of academic language when speaking and writing. Students will continue to apply earlier standards with greater complexity. Students are expected to: A. use and understand the function of the following parts of speech in the context of reading, writing, and speaking: i. more complex active and passive tenses and verbals (gerunds, infinitives, participles); ii. restrictive and nonrestrictive relative clauses; and</p>	<p><u>Writing as Communication Knowledge and Skills:</u></p> <p>-Produce legible written work, including handwritten and word processed documents. -Demonstrate effective written communication skills through independent writing tasks.</p>

<p>iii. reciprocal pronouns (e.g., each other, one another);</p> <p>B. identify and use the subjunctive mood to express doubts, wishes, and possibilities; and</p> <p>C. use a variety of correctly structured sentences (e.g., compound, complex, compound-complex). (ELAR 1-2)</p> <p>18. Oral and Written Conventions/Handwriting, Capitalization, and Punctuation. Students write legibly and use appropriate capitalization and punctuation conventions in their compositions. Students are expected to:</p> <p>A. use conventions of capitalization; and</p> <p>B. use correct punctuation marks including:</p> <p>i. quotation marks to indicate sarcasm or irony;</p> <p>ii. comma placement in nonrestrictive phrases, clauses, and contrasting expressions; and</p> <p>iii. dashes to emphasize parenthetical information. (ELAR 1-2)</p>	
<p><u>Writing Selecting Format for Audience and Purpose Knowledge and Skills:</u></p> <p>2H & 4C. Elect the most appropriate journalistic format to present content. (JOUR & ADVJOUR)</p> <p>2F Use different forms of journalistic writing such as reviews, ad copy, columns, news, features, and editorials to inform, entertain, and/or persuade. (JOUR)</p> <p>1A. Write informative and persuasive texts, including essays, reports, and proposals. (RTW & CIW)</p> <p>1B. Use the distinguishing characteristics of various written forms such as essays, scientific reports, speeches, and memoranda. (RTW)</p> <p>1B. Demonstrate the distinguishing characteristics of various written forms such as essays, short stories, poetry, and drama in his/her own writing. (CIW)</p> <p>1C, 1B & 1C. Write in voice and style appropriate to audience and purpose. (RTW)</p> <p>1B, 1C, 4C, 2C & 2C. Use vocabulary, sentence structure, organization, and rhetorical devices appropriate to audience and purpose. (PWS, CIW & RTW)</p> <p>15B. Write procedural or work-related documents (e.g., instructions, e-mails, correspondence, memos, project plans) that include:</p> <p>i. organized and accurately conveyed information; and</p> <p>ii. reader-friendly formatting techniques; (ELAR 1-4)</p>	<p><u>Writing Selecting Format for Audience and Purpose Knowledge and Skills:</u></p> <p>-Select the most appropriate journalistic format to present content.</p> <p>-Write for a specific journalistic purpose and audience, using appropriate vocabulary, sentence structure, format, organization, and rhetorical devices.</p>

<p><u>Writing Tone and Voice Knowledge and Skills:</u></p> <p>1C. Elaborate by using concrete images, figurative language, sensory observation, dialogue, and other rhetorical devices to enhance meaning. (CIW)</p> <p>1D. Employ various points of view to communicate effectively. (CIW)</p> <p>1E. Choose topics and forms to develop fluency and voice. (CIW)</p> <p>4A. Relate sensation and perception to various points of view. (PSYC)</p> <p>5D. Find similarities and differences across texts such as explanations, points of view, or themes. (REA)</p> <p>3B & 2D. Use varied sentence structures to express meanings and achieve desired effect. (PWS)</p> <p>1F. Use word choice, sentence structure, and repetition to create tone. (CIW)</p> <p>13C. Revise drafts to improve style, word choice, figurative language, sentence variety, and subtlety of meaning after rethinking how well questions of purpose, audience, and genre have been addressed; (ELAR 1-4)</p>	<p><u>Writing Tone and Voice Knowledge and Skills:</u></p> <p>-Develop voice and create tone through the use of various points of view, sentence structure, word choice, sensory observations, and figurative language.</p>
<p><u>Vocabulary and Spelling Knowledge and Skills:</u></p> <p>2B, 6B & 7B. Rely on context to determine meanings of words and phrases such as figurative language, idioms, multiple meaning words, and technical vocabulary. (REAAP)</p> <p>2C, 6C & 7C. Apply meanings of prefixes, roots, and suffixes to comprehend. (REAAP)</p> <p>2D. Investigate word origins as an aid to understanding meanings, derivations, and spellings. (REAAP)</p> <p>2F & 7F. Discriminate between connotative and denotative meanings and interpret the connotative power of words. (REAAP)</p> <p>3C & 4E. Use appropriate vocabulary. (PWS & RTW)</p> <p>2B & 1E. Employ precise language and technical vocabulary to communicate ideas clearly and concisely. (RTW)</p> <p>4A. Develop business and professional vocabulary skills. (BC)</p> <p>4C, 3C & 2C. Use correct spelling in the final draft. (RTW, CIW & PWS)</p> <p>17. Oral and Written Conventions/Conventions. Students understand the function of and use the conventions of academic language when speaking and writing. Students will continue to apply earlier</p>	<p><u>Vocabulary and Spelling Knowledge and Skills:</u></p> <p>-Rely on vocabulary learning strategies, such as contextual clues; meanings of prefixes, roots, and suffixes; word origins; and connotative and denotative meanings to interpret the meaning and power of words.</p> <p>-Use precise language and professional vocabulary to communicate ideas clearly and concisely.</p> <p>-Use correct spelling.</p>

<p>standards with greater complexity. Students are expected to:</p> <p>A. use and understand the function of different types of clauses and phrases (e.g., adjectival, noun, adverbial clauses and phrases); and</p> <p>B. use a variety of correctly structured sentences (e.g., compound, complex, compound-complex). (ELAR 3-4)</p> <p>19. Oral and Written Conventions/Spelling. Students spell correctly. Students are expected to spell correctly, including using various resources to determine and check correct spellings. (ELAR 1-4)</p>	
<p><u>Language Conventions Knowledge and Skills:</u></p> <p>22B, 25B, 26B, 14B, 15B, 2B & 24B. Use standard grammar, spelling, sentence structure, and punctuation. (GOV, USHRECON, WH, PSYC, SOC, STSS & ECON)</p> <p>2B, 3B. & 4B. Employ written conventions appropriately such as capitalizing and punctuating for various forms such as business letters and resumés. (PWS, CIW & RTW)</p> <p>3B, 3D, 4D & 3A. Demonstrate control over grammatical elements such as subject-verb agreement, pronoun-antecedent agreement, and verb forms in the final draft. (CIW, RTW & PWS)</p> <p>18. Oral and Written Conventions/Handwriting, Capitalization, and Punctuation. Students write legibly and use appropriate capitalization and punctuation conventions in their compositions. Students are expected to correctly and consistently use conventions of punctuation and capitalization. (ELAR 1-4)</p>	<p><u>Language Conventions Knowledge and Skills:</u></p> <ul style="list-style-type: none"> -Use standard grammar, spelling, sentence structure, and punctuation. -Employ written conventions appropriately such as capitalizing and punctuating for various forms. -Demonstrate control over grammatical elements, such as subject-verb agreement, pronoun-antecedent agreement, and verb forms.
<p><u>Reference Material Knowledge and Skills:</u></p> <p>2E, 6E. & 7E. Use reference material such as glossary, dictionary, thesaurus, and available technology to determine precise meaning and usage. (REAAP)</p> <p>4F & 3E. Consistently use a manual or form such as Modern Language Association (MLA), American Psychological Association (APA), and The Chicago Manual of Style (CMS). (RTW)</p> <p>2I. Use journalistic style. (JOUR)</p> <p>21C. Paraphrase, summarize, quote, and accurately cite all researched information according to a standard format (e.g., author, title, page number), differentiating among primary, secondary, and other sources. (ELAR 1-4)</p>	<p><u>Reference Material Knowledge and Skills:</u></p> <ul style="list-style-type: none"> -Use reference materials, such as dictionary and thesaurus. -Use the AP style manual for journalistic style.

<p><u>Proofreading, Editing, and Revising Writing Knowledge and Skills:</u></p> <p>4H. Proofread writing. (PWS) 2E. Revise and edit copy using appropriate copy reading and proofreading symbols. (JOUR) 3B. Edit a variety of written documents. (BCIS) 3A, 4F, 2G & 2F. Edit as appropriate for the conventions of standard written English such as grammar, spelling, punctuation, capitalization, and sentence structure in the final draft. (PWS, CIW & RTW) 2E, 2E & 4E. Revise drafts by rethinking content, organization, and style to better accomplish the task. (CIW, RTW & PWS) 13C. Revise drafts to clarify meaning and achieve specific rhetorical purposes, consistency of tone, and logical organization by rearranging the words, sentences, and paragraphs to employ tropes (e.g., metaphors, similes, analogies, hyperbole, understatement, rhetorical questions, irony), schemes (e.g., parallelism, antithesis, inverted word order, repetition, reversed structures), and by adding transitional words and phrases; D. edit drafts for grammar, mechanics, and spelling; and E. revise final draft in response to feedback from peers and teacher and publish written work for appropriate audiences. (ELAR 1-4)</p>	<p><u>Proofreading, Editing, and Revising Writing Knowledge and Skills:</u></p> <p>-Proofread writing.</p> <p>-Edit copy as appropriate for the conventions of standard English such as grammar, spelling, punctuation, capitalization, and sentence structure.</p> <p>-Revise copy by rethinking content, organization, and style.</p>
<p><u>Computer Usage Knowledge and Skills:</u></p> <p>4I, 2H, 2H, 2E & 2G. Use available technology for creating, revising, editing, and publishing texts. (PWS, CIW, RTW) 2B. Demonstrate the ability to compose at the keyboard. (KEY) 3A, 4A & 2A. Produce legible written work, including handwritten, word processed, and typed documents. (CIW, RTW & PWS) 3B. Improve the touch-system skill using the keyboard and keypad to input data. (BCIS) 7C & 1C. Demonstrate the correct touch-system techniques for operating alphabetic keys. (BSS & KEY) 7D & 1D. Demonstrate the correct touch-system techniques for operating numeric and symbol keys. (BSS & KEY) 7E & 1E. Demonstrate the correct touch-system techniques for operating the ten-key numeric pad. (BSS & KEY) 2G. Demonstrate mastery of basic grammar, including use of punctuation marks, keying of</p>	<p><u>Computer Usage Knowledge and Skills:</u></p> <p>-Use available technology for creating, revising, and editing text.</p> <p>-Produce work that is word processed and composed at the keyboard.</p> <p>-Demonstrate a mastery of the keyboard touch-system.</p> <p>-Operate computer technology with proper care.</p> <p>-Use hardware including computer and printer and software including a text program to produce documents.</p> <p>-Print story within time limit.</p>

<p>numbers and symbols, and capitalization when composing. (KEY)</p> <p>7B & 1B. Demonstrate proper care and operation of equipment. (BSS & KEY)</p> <p>2A. Demonstrate proficiency in the use of a variety of input devices such as keyboard, scanner, voice/sound recorder, mouse, touch screen, or digital video by appropriately incorporating such components into the product. (DP, CSCI, DGA, MM & ISTA)</p> <p>3C. Utilize hardware and software flexibility needed to produce documents to address different computer applications. (BCIS)</p> <p>11B. Use printing options such as tiling, color separations, collation, and previewing; distinguish design and printing requirements as they relate to purposes, audiences, and final output. (DP)</p>	
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