Big Idea(s)	Concept(s)	Competencies	Essential Questions
• Audience and purpose influence a writer's choice of organizational pattern, language, and literacy techniques. • Effective research requires multiple sources of information to gain or expand knowledge.	**Students will know:** • Letter Writing • Resume Writing • Conducting research • Credibility, reliability, and validity of sources • Writing conventions	**Students will be able to:** • Write a cover letter • Construct a resume • Write and organize a research paper • Gather relevant information from multiple authoritative print and digital sources • Demonstrate a grade appropriate command of the conventions of standard English grammar, usage, capitalization, punctuation and spelling	• Who is the audience? • What will work best for the audience? • How does a reader know a source can be trusted? • What makes clear and effective writing?
Unit/Chapter/Selection of Study Cover Letter and Resume Audience and Purpose Conventions	**Approx. # of weeks - % of time** 3 weeks	**PA Academic Standards** **CC.1.4.11–12.A** Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately **CC.1.4.11–12.C** Develop and analyze the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience's	**Assessment Anchors & Eligible Content** NA

		knowledge of the topic; include graphics and multimedia when useful to aid comprehension.	
Unit/Chapter/Selection of Study	**Approx. # of weeks - % of time**	**PA Academic Standards**	**Assessment Anchors & Eligible Content**
			NA
Informative Writing Cite sources Organization Conventions Gather information from various sources Plagiarism	6 weeks	**CC.1.4.11–12.D** Organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a whole; use appropriate and varied transitions and syntax to link the major sections of the text; provide a concluding statement or section that supports the information presented; include formatting when useful to aiding comprehension **CC.1.4.11–12.T** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **CC.1.4.11–12.V** Conduct short as well as more sustained research projects to answer a question (including a self generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the	

subject, demonstrating understanding of the subject under investigation

CC.1.4.11–12.W
Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into then text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.

CC.1.4.11–12.X
Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.