## UNIT OF STUDY - #7

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<tr>
<th>Title: The Real World</th>
<th>Subject/Course: English</th>
<th>Length: 2 weeks</th>
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<td>Topic: Practical Texts</td>
<td>Grade: 10</td>
<td>Designer: J. Powers &amp; M. Harness</td>
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### UNIT GOALS AND EXPECTATIONS

#### IMPORTANT CONCEPTS/UNDERSTANDINGS:
- To function well as adults, students must be able to read practical documents.
- Students must be able to compose practical documents to take care of their business and to make a good impression.

#### ESSENTIAL QUESTIONS:
- What is a practical text?
- How do I read practical texts differently from literary texts?
- Why is it important that I know how to read practical texts?
- Why is it important that I know how to write practical documents?

#### STUDENT LEARNING EXPECTATIONS:

**R.10.10.1** Read across the curriculum a variety of such practical texts (informational and technical texts) as advertisements, warranties, manuals, job and career descriptions, and applications.

**R.10.10.2** Interpret and use information in practical, informational and technical texts to:
- Follow instructions to perform specific tasks, answer questions, or solve problems
- Identify the main ideas and determine the essential elements that support the main ideas
- Summarize the texts and explain the relationship of visual components to the texts
- Distinguish between a summary and a critique
- Interpret and use information in maps, charts, graphs, time lines, tables, and diagrams
- Identify interrelationships between and among ideas and concepts within a text
- Identify and compare information from multiple source
- Draw conclusions based on evidence from texts

**W.5.10.5** Write a variety of work related documents such as memos, emails, and correspondence, that:
- follow a customary format, including proper salutation, closing, and signature and create predictable structures through the use of headings, white space, and graphics
- address audience needs, stated purpose and context
- provide clear, purposeful information that includes relevant information and excludes extraneous information
- use appropriate vocabulary, tone, and style
- use appropriate strategies, such as providing facts and details, describing and analyzing the subject, and explaining benefits or limitations

#### SPECIFIC DECLARATIVE KNOWLEDGE – What I know
- the types of practical texts
- how to read practical texts
- how to summarize practical texts
- how to compose practical texts

#### SPECIFIC PROCEDURAL KNOWLEDGE – What I will do
- read practical texts
- analyze practical texts
- summarize practical texts
- compose practical texts

### UNIT ASSESSMENTS

(Include tasks related to Dimensions 3 and 4 and Bloom’s Taxonomy)

- Create a memo
- Create an email

**Traditional Assessments:**
- quizzes
- tests

**Other Evidence of Learning:**
- open responses
- writing directions

### ACTIVITIES AND LEARNING EXPERIENCES

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<th>Resources</th>
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I will give bellringers most days to activate prior knowledge.

Bellringer – I’ll give them a definition for practical texts and have them list as many as they can think of.
We’ll go from that to the introduction on pgs. 908-9 and a “Reading Nonfiction” PowerPoint

Use the GIST method and/or tweets to summarize practical texts.

(Most of the following texts have open responses, but I will only choose one or two to do with an open response.)

Bellringer – What are text features that make things easy to read?

Evaluating the Logic of Functional Documents
  - magazine article about multi-media sound cards

Bellringer – Have you ever tried to install equipment or helped anyone to?

Following Technical Directions
  - instruction manual - “Installing a Computer Sound Card”
  - I will have them write their own directions about how to do something technical.

Bellringer – What kinds of contracts do your parents or you have to sign?

Analyzing Functional Workplace Documents
  - a contract

Bellringer - What sort of documents will you have to read as an adult?

Reading Consumer Documents
  - trouble-shooting guide
  - product information

Bellringer – To whom would you write a business memo or email? For what purpose?

Writing Technical Documents
  - memo
  - business email

I’ll model how to compose both of these after we see examples, and then they’ll compose their own.

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**Career Connections**

Technical writer, business person, consumer advocate

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**Elements of Literature 4th course**

**Elements of Literature**

PowerNotes

Practical documents from home

MAX strategies

Computer lab