**Communications 12**

**Course Outline**

**2018-2019**

**Teacher:** Mr. Brar

**Email:** dbrar@deltalearns.ca

**Website:** dbrar.weebly.com

**What to Bring to Class Each Day**

* Pens
* Novel for silent reading
* Three-ring binder with lined paper and dividers

**Course Content**

We will be working on the following units through the school year:

1. Language Skills
2. Short Stories
3. Novel Study
4. Informational texts
5. Visual Design
6. Composition Writing
7. Poetry
8. Business Communications
9. Final Exam Review

**Expectations**

* **Come to class on time and ready to learn:**
  + *On time* means in the classroom and seated at your desk when the bell rings
  + *Ready to learn* means you will have a pen, your English binder, the text we are using, and your planner
* **Phones and MP3 players are not allowed**: Devices must remain in your pocket or your bag for the entire period
* **Disrespect will not be tolerated:** Your interactions with the teacher and your fellow students must be respectful.

**Attendance**

Regular attendance is essential for you to do well in this course. If you are absent from class, you are responsible for seeing me *before the next class* to find what notes and assignments you have missed and make sure you are caught up.

If you are absent on the day an assignment is due or a test is to be written, the assignment or test must be submitted/written the next day you are present.

**Assignments**

Assignments must be submitted on time, double spaced, and in ink. Every assignment should also include a title, your name, and the date.

Plagiarism will be treated very seriously. Plagiarized assignments will be marked as zero and parents will be contacted. We will have a lesson on academic dishonesty so all students are clear on what constitutes plagiarism.

**Extra Help**

I am available half an hour before school and after school on most days. You can also schedule an appointment with me. If you have difficulty understanding an assignment you can email me at the address above. I encourage you to exchange contact information with your classmates and use them as a resource, as well.