



**OTUMOETAI COLLEGE**

**ENGLISH DEPARTMENT**

**NATIONAL CERTIFICATE IN  
EDUCATIONAL ACHIEVEMENT**

**COMMUNICATION ENGLISH**

**YEAR 12**

**COURSE STATEMENT**

**2011**

## ENGLISH DEPARTMENT TEACHERS FOR 2011

Mr. D Shefferd	Head of Department
Mrs. S Kirk	Assistant Head of Department
Ms. E Stephen	Assistant to Head of Department
Mrs. A Exelby	Assistant to Head of Department
Mr. E Weston	Assistant to Head of Department
Mrs. C Dwight	
Ms. K Gatfield	
Miss A McNaughton	
Ms. B Whitelaw	
Mrs. K Collings	
Mrs. J Richards	
Ms. E Rombouts	
Ms. R Hambling	
Mr. I McGregor	
Mrs. M Waaka	
Ms. M Cotter	
Ms. S Clunie	
Mrs. C Potgieter	Resource Administrator

### INTRODUCTION

Tena koe. Nau mai ki tenei kaupapa pai.

Welcome to Year 12 Communication English. We hope you will find the course stimulating and challenging.

This booklet gives a brief overview of the content, structure, expectations and the assessments in the course.

For 2011 the course is based on Unit Standards and three Achievement Standards. You will be assessed internally. You need to be clear about content, expectations and assessment details if this year is to be a successful one for you.

We hope you enjoy the course and show the diligence, maturity and commitment you need to succeed.

Best wishes for a successful year in English.

## GENERAL AIMS

This course is designed to:

1. Develop a satisfactory level of competence for you in oral, written and visual language.
2. Meet individual needs and to extend these in a variety of language activities.
3. Develop your personal expression and confidence in oral, written and visual language.
4. Develop a sense of appropriateness in the language areas.
5. Prepare you in necessary skills both internal standards and an external examination.

## STUDENT OBJECTIVES

This course is guided by and reflects the New Zealand Curriculum.

As a result, students should be able to:

- Develop their key competencies.
- Engage with and enjoy language in all its varieties;
- Understand, respond to and use oral, written and visual language effectively in a range of contexts.

*To achieve these objectives, students will:*

- Develop control over the processes associated with using and responding to English language purposefully and effectively through reading, writing, speaking, listening, viewing and presenting;
- Develop an understanding of the grammar and conventions of English;
- Develop an understanding of how language varies according to the user, audience and purposes;
- Respond personally to and think critically about a range of texts, including literary texts;
- Develop the key competencies so they live, learn, work and contribute as active members of their communities.

## THE ENGLISH CURRICULUM

The English Curriculum is the statement of what has to be covered by English teachers throughout the country and is the basis for this school's Year 9 - 13 English programmes. The curriculum aims to teach and enrich skills in three main areas of language - Oral, Written and Visual.

*Oral* - Listening and Speaking

*Written* - Reading and Writing

*Visual* - Viewing and Presenting

The English Programme for Communication English Year 12 will cover all three strands in the National English Curriculum, written, visual and oral. It will bring students to the place where they are able to think critically and explore language.

## MINIMUM REQUIREMENTS FOR COURSE COMPLETION

1. All set work is to be completed on time unless:
  - (a) An exemption or extension has been formally granted by your English teacher in consultation with the Head of Department.
  - (b) You are legitimately absent.Otherwise work handed in late for assessment will not be accepted for marking.
2. In exceptional circumstances it is your responsibility to ask for an exemption or extension of a deadline. Negotiation with your teacher must be carried out ***before*** the deadline, otherwise work will not be considered. An explanatory letter may be required from your parents or caregivers setting out the reasons for the request for an extension. Where an extension has been granted by the teacher in consultation with the Head of Department prior to the deadline no penalty will be imposed on the students.
3. You must attend all classes in English, unless you are legitimately absent from school. If you fail to attend class without acceptable reason, you will be formally warned by your teacher. Wilful absence will incur the following:
  - normal school punishments,
  - the requirement to catch up with the work.
4. You are expected to present yourself for class with your work prepared and ready to take a full, constructive and active part in the lesson.

### AN IMPORTANT NOTE ON PLAGIARISM

1. All work handed in for assessment ***MUST*** be your ***OWN*** work.
2. Plagiarism (presenting someone else's work as your own) will be dealt with as follows:
  - (a) All marks for that whole assessment will be lost
  - (b) For the remainder of the year, you will be required to satisfy your teacher that each subsequent piece of assessed work is original. This will require you to produce full rough drafts of work and detailed evidence of planning, sources and research. The onus of proof will be on you. If doubt exists, the work may not be assessed.
  - (c) Details of your plagiarism will be recorded in your school file. These details could be considered by the person writing your school testimonial.
  - (d) The school reserves the right to take further action if it is considered appropriate.

**Note:** The above comments apply also to work presented as your own which in fact has been prepared by other students, whether this year or earlier, even if it is used with their knowledge and permission.  
You may use other people's work only if you acknowledge it fully in the appropriate manner.

## EXPECTATIONS IN THE ENGLISH CLASSROOM

The following are a set of '*rules*' that must be observed if effective learning is to happen.

*IN ENGLISH ...*

- we are courteous to each other;
- prompt to class, ready to begin work at the start of the lesson;
- we have the necessary equipment;
- we meet all deadlines or negotiate extensions;
- we complete all homework;
- we are responsible for keeping full and up-to-date notes;
- we treat all books with care;
- we are responsible for our own work and behaviour.

## USE OF AND CARE OF BOOKS

All books and especially those issued by your teacher or the library must be treated carefully and with respect. You are responsible for books issued to you. You are expected to return the books in the same condition as they were issued to you. **Loss or damage will result in your having to pay for a replacement.**

When you accept the book issued, it is understood you are also accepting responsibility for caring for it.

## EXPECTATIONS IN YOUR WRITTEN WORK

There are five general basic expectations that must be followed in your written work. Failure to observe these may result in your teacher refusing to mark your work or other consequences. These five expectations are:

1. *Handwriting* ~ must be neat, clear and follow accepted writing conventions.
2. *Spelling* ~ there must be evidence of an attempt to use a dictionary.
3. *Punctuation* ~ you must learn to use the following correctly. (Capital letters, full stops, commas, question and exclamation marks.)
4. *Sentences* ~ all must begin with a capital letter and end with a full stop. You must know what a sentence is.
5. *Indenting* ~ all paragraphs must be indented by at least 2.5 cm (one inch).

## OTHER EXPECTATIONS

### *Behaviour*

The course is quite demanding and this means there is no place for anyone who is not serious about doing well. Anyone who is a constant distraction to others in the class or who prevents others from learning in the class will be withdrawn from the class by the Head of Department and parents/caregivers contacted.

### *Homework*

Regular homework will be set. Work not finished during the lesson is to be completed at home. There is an expectation that you will *complete all homework* exercises and that you will be responsible for maintaining a *complete set of notes* of all the work covered during the year.

A letter will be sent home with students covering school-wide policies relating to due dates for assessment, absences due to ill health, authenticity of work, appeals and attendance.

Parents/caregivers are required to sign this letter and return it to the college via the student for filing.

It is understood that students will be required to participate fully in the English programme at Year 12.

## REPORTS AND GRADES

You will receive two written reports and have one parent interview evening indicating how well you are performing in English this year. We strongly recommend that your parents attend the parent interview to gain a clear picture of your progress in English. In Term Two and Three you will receive a written report which clearly indicates the results of any achievement standards that you have been awarded and an indicator grade related to possible achievement of external standards.

### **Creative Writing**

From time to time the English Department receives details of writing competitions. These are often for essays or short stories. As well as developing your own creative skills and satisfaction, many of these competitions offer worthwhile prizes. There is a creative writing assessment activity in the course and you may be encouraged to use this as a basis for entry for one or more of these external competitions.

<b>COURSE OUTLINE, CONTENT AND ASSESSMENT</b>
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Not all students will be offered all standards. It will depend on the personalised programme created between student and teacher.

**ENGLISH COMMUNICATION YEAR 12 INTERNAL BALANCE**

**25 CREDITS**

AS 90058	Deliver a speech in a formal situation	3 credits	Level 1
AS 90375	Produce crafted and developed creative writing	3 credits	Level 2
AS 90376	Produce crafted and developed formal transactional writing	3 credits	Level 2
US 2977	Read texts for practical purposes	4 credits	Level 1
US 2989	Read and assess texts to gain knowledge	4 credits	Level 2
US 8823	Research a literature topic and present information	4 credits	Level 2
US 12905	Read an inclusive variety of written texts and record the reading experience.	4 credits	Level 2

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## INFORMATION PAMPHLET ~ STUDENT / PARENT / CAREGIVER

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The English Department will be governed by the following policy in 2011 in delivering Unit Standards and Achievement Standards for Year 12 Communication English at Otumoetai College.

Each student will be issued with a copy of the course outline, which informs the student of:

- (i) An overview of the course.
- (ii) The Standards offered.

### AUTHENTICITY AND APPEALS

#### AUTHENTICITY

In line with English Department Policy students are at all times required to produce their *own* work. Students and parents will be expected to sign authenticity declarations. In certain standards working drafts will be required to be sighted by teachers. Should the Department be of the opinion that work presented for assessment may not be original (to the student), the policy laid down will be followed.

#### APPEALS

If student is not satisfied with their assessment grade they must lodge an appeal with their subject teacher or HOD within 48 hours of the assessment being handed back. If still not satisfied the student should lodge an appeal with the subject Head of Department and if the student then fails to gain satisfaction the appeal must be referred to the DP Curriculum and Assessment.

#### ASSESSMENT DEADLINES

All written and practical work for internally assessed standards – which extends over a period of time – must be handed in on the stated date unless a student has negotiated an extension prior to that stated date. An extension will only be granted in the case of a genuine illness (medical certificate) or other exceptional circumstances, any extension must be recorded in the English Department Extension Booklet.

#### ASSESSMENT

There is **ONE** assessment opportunity **ONLY** for all Unit Standards and Achievement Standards.

#### STORAGE OF STUDENT WORK

All student work for internally assessed standards will be kept by the College until such time as it is no longer required for moderation purposes.

#### STUDENT RESPONSIBILITY

The student is to ensure that he or she:

- (a) Understands the assessment programme and policy.
- (b) Clearly understands the requirements of each assessment, the task and the criteria.
- (c) Discusses any concerns with the teacher and/or the Chief Assurer.

# Academic Year 2011

## English Department Policy for Administering

### YEAR 12 COMMUNICATION ENGLISH

Dear Parent/Caregiver,

The English Department will be governed by the following policy in 2010 in delivering Unit and Achievement Standards at Otumoetai College.

As a parent/caregiver you will be required to read the following information, sign this letter and return it as soon as possible to your child's English teacher for filing. Any queries regarding this letter should be addressed to the English teacher concerned or the Head of Department.

#### AUTHENTICITY

In line with the school and English Department Policy, students at all times are required to produce their own work. During the year students will be expected to sign authenticity statements certifying that work is their own. If students present someone else's work as their own then all marks for the assessment will be lost.

#### APPEALS

If student is not satisfied with their assessment grade they must lodge an appeal with their subject teacher or HOD within 48 hours of the assessment being handed back. If still not satisfied the student should lodge an appeal with the subject Head of Department and if the student then fails to gain satisfaction the appeal must be referred to the DP Curriculum and Assessment.

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Otherwise work handed in late for assessment will not be accepted for marking.

In exceptional circumstances it is the responsibility of the student to ask for an extension of a deadline. Negotiation with their teacher in consultation with the Head of Department must be carried out before the deadline otherwise work will not be considered. In such cases an explanatory letter from parents/caregivers may be required. Where an extension has been granted by the teacher in consultation with the Head of Department prior to the deadline, no penalty will be imposed on students.

#### ATTENDANCE

Students are expected to attend all classes in English unless they are legitimately absent from school.

Please complete the slip and return it to the student's English teacher.

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I have read the information supplied and agree that my child will follow the above guideline.

**Students' Name:** \_\_\_\_\_

**Parent/Caregiver Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_