GED Language Arts, Writing Focus Sheet: Lesson 11

Focus:
• Business Ethics Worksheet

- Writing assignment: letter to support your recommendation
- Freewrite: Descriptive writing
- Writing methods: mind mapping, circle of reason
- Parts of Speech: Prepositions

Skills: • Evaluate the elements of a problem

- Reasoning & problem solving
- Choose verb form which agrees with indefinite pronoun in number
- · Brainstorm, cluster ideas, label, prioritize
- Uses of pronouns, correct usage in sentences

Materials: • Hand-out: Circle of Reason

- Worksheet: Prepositions
- Worksheet & spelling list: "Business Between Friends"
- <u>Contemporary's textbook</u>: Prepositions, pp. 68-70

Site Facilitator Tasks:

Copy & distribute worksheets

SCANS Standards:

- Workplace Competencies: Resources: C1, C4 Information: C5, C7 Interpersonal: C9 – C14
- Foundation Skills:
 Basic Skills: F1, F2, F5 & F6
 Thinking Skills: F7 F12
 Personal Qualities: F17