

### COMPLETION SHEET

The first thing you must remember is that a Curriculum Plan is a **planned document**. The teacher completes input for the CO within a specific period. This input is no different from professional form. It must be easy to read and be organized properly.

There are different types of curriculum when you fill out each column based on how the same information presents itself, usually, complementary courses, language, skills, job experience, and other personal information.

Follow the above and suggestions below and you will going to produce a different CO.

- > Always provide a range list of your CO.
- > You must give the information.
- > Your CO should not exceed 2 pages in length.
- > Including excellent structure and organization, future reference.
- > Information provided in clear and understandable.
- > Provide well-thought out the.
- > Avoid complicated sentences, simple sentence structure.
- > Never sign your CO. It is not required.
- > Never, take things for granted. Always everything in a clear and concise manner.
- > You must include a letter of introduction with your CO, especially if you are not familiar with the form.

1. What is the purpose of the CO?

\_\_\_\_\_

2. Complete the table. Use column 1 CO.

NO	CONTENT

3. Complete the table.

- 1. A Curriculum Plan is a \_\_\_\_\_
- 2. A Curriculum Plan should \_\_\_\_\_
- 3. A CO Evaluation must be \_\_\_\_\_

# Modal verbs