**Calendar ABE Writing 10:00 AM**

**FALL 2011 Harrigan (Note: instructor may make changes)**

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|  |  **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Wk 1 | **Sept 19*** Syllabus.
* Complete forms.
* Introductions using picture cards.
* **Homework:** read syllabus and print Syllabus Quiz. Discuss quiz on Wednesday.
 | **Sept 20*** Competencies—complete and turn in.
* Review website,

[www.Harriganclasses.weebly.com](http://www.Harriganclasses.weebly.com)* Format of the class-journals, Will need a notebook or file to keep journals in.
* **Homework:** read syllabus and print Syllabus Quiz. Discuss quiz on Wednesday.
 | **Sept 21*** Syllabus quiz due--discussion.
* Make class file to put all complete and scored/graded assignments in. Leave in class in file cabinet.
* **Homework:** Journal Write: tell about your first days of school this quarter.

3 minutes. | **Sept 22*** Preview Textbook:

\**Writing to Others”*Lesson 1: Personal Notes and Letters: pgs 4-11.Print assignment from website—do as homework.* **Homework**

Lesson 1: Personal Letters—three parts:\*Thank you note, \*Sympathy note, \*Personal letter.   | **Sept 23*** Lesson 1 due.
* Preview *Language Builder* textbook:
* Find your level in *Language Builder*.
* Begin Pre-test for your level.
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| **Wk 2** | **Sept 26**4 Minute Journal Write: Tell about someone you admire as a worker—a model for you, and person you do not know well. Can share with class.* *Language Builder (LB):* continue working on Pre-test. Correct with key. Share results with instructor. Put pre-test in your class file and leave in file cabinet.
 |  **Sept 27**4 Minute Journal Write: Tell about a decision you made that changed the direction of your life.Can share with class.* *LB:* continue working on Pre-test. Correct with key. Share results with instructor. Put pre-test in your folder and leave in file cabinet. You can work on LB on Thursday, if not done.
 | **Sep 28**4 Minute Journal Write: Why do people need certificates or degrees to get higher paying work? What good is a certificate or degree?* *Writing to Others (WTO)*: Lesson 2: Invitations, pg 12-16. Print and complete Lesson 2--Invitations Turn in tomorrow.
* **Homework:** Journal Write: Tell about an invitation you accepted to go to an event. What happened at the event?

3 min, at least | **Sept 29**5 Minute Journal Write: How will what you learn in this class help you in a future job?* Work in *LB* and/or complete Lesson 2.
* Lesson 2 due.

**Homework Optional:** Journal Write: Tell about a family relationship that is especially important to you. Write for at least 5 minutes.  | **Sept 30** 5 Minute Journal Write: What changes or sacrifices have you made to go to school this fall? Can share with the class.* Lecture and work on sentences: What is a sentence?

5 requirements:Capitalization. Subject. Verb. Punctuation. Complete thought.* **Homework:** Printassignment:

“Simple Sentences A, B, and Answers.”Correct it with answer key. Bring completed on Monday. |