**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. | |
| **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. |