Plan of Writing Process and Assignments

| Week 1 Unit 1 | Email writing in class Final draft | | Portfolio pocket |
|--------------------|--|--|---|
| Week 2 Unit 2 | Short bio first draft Peer-editing in class Rewriting homework (final draft) | | Portfolio pocket |
| Week 3 Unit 3 | Résumé first draft Peer-editing in class Rewriting homework (second draft) | | Give to the teacher for editing, feedback |
| Week 4 Unit 4 | Autobiography Peer-editing in class Rewriting homework (final draft) | | Portfolio pocket |
| Week 5 Unit 5 | Teacher returns Week 3 second draft Rewriting homework (final draft) | | Portfolio pocket |
| | Follow-up email Peer-editing in class Rewriting homework (final draft) | | Portfolio pocket |
| Week 6 Unit 6 | Personal statement Peer-editing in class Rewriting homework (second draft) | | Give to the teacher for editing, feedback |
| Week 7 Unit 7 | Cover letter, first draft Peer-editing in class Rewriting homework (final draft) | | Portfolio pocket |
| Week 8 | Mid-term Oral Test | | |
| | Teacher returns Week 6 second draft Rewriting homework (final draft) | | Portfolio pocket |
| Week 9 Unit 8 | Review first draft Peer-editing in class Rewriting homework (final draft) | | Portfolio pocket |
| Week 10 Unit 9 | Mini-drama project. Students plan and prepare in class. The teacher gives help and feedback where needed. | | |
| Week 11 Unit 10 | Students practice their mini-drams in class. The mini-dramas and performed and self/peer-assessed. | | Portfolio pocket |
| Week 12 Unit 11 | Mid-term Written Test | | |
| Week 13 | Print-media project. Students prepare in class. The teacher gives help and feedback where needed. | | |
| Week 14 | Students practice their project presentations in class. The teacher gives help and feedback where needed. | | Portfolio pocket |
| Week 15 | Final Test: Project Presentations | | |