

Class Name: Business English
Grade levels: 8-12th

Teacher: Mrs. Cathy Elliott

Description: All elements of writing for business, college entrance and essays, critical thinking with some speech and debate (1.5 credits)

Prerequisites: none

Supplies required: all books in book list below

Weekly class cost: \$8.00

Materials/lab fee: \$15.00 (due at start of co-op)

FLDOE Course Number:

for ½ credit: *1009370 0.5 credit ENGLISH 1 Writing for College Success (High School equivalent credit)

Jr High

1007010 ENGLISH 1.0 Speech and Debate 2 Jr High

1001020 Language Arts 1 Advanced Jr High

1001040 Language Arts 2 Jr High

Sr High

1001310 English 1

1001340 English 2

1001370 English 3

1001400 English 4

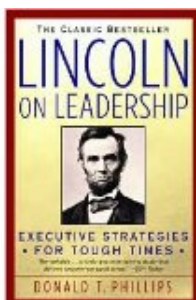
Maximum # of students--20 Minimum # of students--10

Teacher contact: Cathy Elliott

Email: cathy.rcelliott@gmail.com

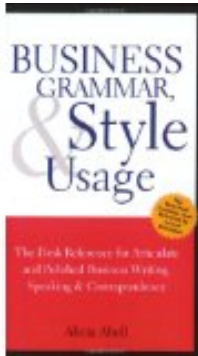
Textbook/Author/Publisher:

1. Lincoln on Leadership by Donald T. Phillips (Initiative and Risks)

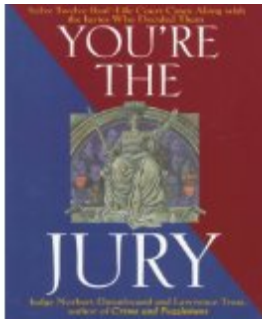


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2. Business Grammar, Style, and Usage by Alecia Abell (Text for documents and writing)



3. You're the Jury by Judge Norbert Ehrenfreund (Writing and Law)



4. Five Pages a Day: A Writer's Journey by Peg Kehret (Autobiography)



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5. Jesus Freaks by dc Talk and Voice of the Martyrs (Used for letters, memos, simplifying, etc)



6. What Color is Your Parachute? 2015 edition by Richard N. Bolles (resumes, application, etc)

