



Highfields State
Secondary College

Semester 1 Course Overview

Faculty: English

Subject: English Essential

Year level: 11

Course Outline

In Unit 1, students explore how meaning is communicated in contemporary texts developed for and used in a work context. Students develop and use a range of strategies and skills to comprehend and interpret these texts. They explore how the relationships between context, purpose and audience create meaning in work-related texts. Students identify, consider and explain language choices and the organisational features of texts, and their impact on meaning. Students respond to a variety of work-related texts and create texts of their own for a variety of purposes and audiences.

In responding to texts, students focus on developing strategies and skills to comprehend texts developed for and used in a work context. They consider the various ways in which these texts communicate information, ideas and perspectives. They do this by developing and applying skills to identify main ideas, and interpret, question and infer when reading, viewing and listening to a range of texts.

Semester 1: Language that Works	
Term 1: Resume and Cover Letter	Term 2: Informative Workplace Text
<p>Context In the senior phase of school, while some already have part-time employment, all students are heading towards entering the workforce. They need to be well prepared to obtain a job that they are not only suited to, but ideally, are also passionate about. To effectively demonstrate their potential and highlight their skills, they need to learn how to write an effective resume and an engaging cover letter.</p> <p>FA1: PART A: Resume You are to create a resume in response to a specific job advertisement, reflective of your career aspirations. Your resume should adhere to the conventions of this work-related text, including the use of appropriate language features and genre structure.</p> <p>PART B: Cover Letter Further to your resume, you are to create a cover letter to complement your resume and complete your job application package. Your cover letter will need to outline your personal attributes and employability skills.</p>	<p>Context When beginning a new employment role, many employees are required to participate in an induction program and/or presentation so they understand the roles and responsibilities associated with working in their new environment.</p> <p>FA2: Create and deliver an informative presentation suitable to induct new employees into a specific role within a workplace. Topics to include in your presentation may include:</p> <ul style="list-style-type: none"> • Workplace’s history, mission statement, personal structure and/or goals • Daily routine – start, finish and break times • Dress code • Duties and responsibilities relating to the role • Workplace, health and safety information • Communication within the workplace • Mobile phone/ technology policy • Promotional opportunities within the workplace • Bullying in the workplace