

How to Demonstrate Proficiency

1. Understand and explain the following ideas:
 - a. writing is thinking made visible; the point of English class is to improve thinking by reading, speaking, listening, and writing,
 - b. writing is linear,
 - c. writing and systems thinking easily go hand in hand,
 - d. writing is a process,
 - e. writing is revising,
 - f. theory explains how or why and good theory is supported by evidence (and explains actual reality),
 - g. systems thinking breaks complex ideas into parts and explains how the parts all work together to do something (i.e. to perform a function),
 - h. systems are a bunch of parts that work together and do more together than they would on their own,
 - i. the elements (essential parts) of systems are components (and subcomponents), inputs, outputs, boundaries, and functions,
 - j. the Five Fs of writing are focus, form, filler, flow, and feeling,
 - k. focus tools are thesis, focusing question, theory, theme, topic, and subtopic,
 - l. form tools are features of text, outline, sections, subsections, paragraphs, topic sentences, and filler sentences,
 - m. filler tools are facts, stories, examples, ideas, theories, evidence, analogies, key ideas, main points, definitions, quotes, context, connections, reflections, paraphrases, arguments, counterarguments, opinions, assertions, components, subcomponents, etc.,
 - n. flow tools are roadmaps, signposts, and transitions,
 - o. feeling is writing what you care about, tone, and style (and it is also the focus tools),
 - p. using the Five Fs helps writers use systems thinking to improve the quality of their thinking (writing),
 - q. the Levels of Analysis are describe, explain, connect, reflect, and metacognition,
 - r. describe is asking/answering who?, what?, where?, when?, how? many?,
 - s. explain is asking/answering how?, why?; explaining means using theories, and theories explain how? or why?; good theories make sense and are supported by solid evidence and sound reasoning,
 - t. connection and reflection provide shortcuts (make writing easier) and show relationships (show what things matter to you); connection is about connecting things; reflection is about valuing things,
 - u. metacognition is thinking about thinking and it can help you think, but it can also be boring and hard to make sense of (if not done well),
 - v. the Levels of Analysis help readers and writers think by asking certain questions,
 - w. the Six Stages of Writing are wondering, preparing, planning, drafting, revising, and publishing,
 - x. the Elements of Western Narrative are characterization, plot, conflict, point of view, setting, theme, tone, and style,

- y. the Western Act Three Act Structure includes the setup, confrontation, and resolution, it focuses on transformation through resolution of conflict and is centred on character development through plot,
 - z. literary devices are tools for writing, and
 - aa. the Zone of Proximal Development explains how people learn and provides a set of cognitive tools for expanding your power.
2. Use these skills, describe how you used them, and explain how and why they matter:
- a. writing concise summaries that make sense,
 - b. writing quickly and fluently in journals,
 - c. identifying, understanding, and explaining key ideas,
 - d. working through the writing process,
 - e. documenting learning and making learning visible,
 - f. taking notes, skipping and skimming, and making sense of what I read,
 - g. applying the Read-to-Remember strategies,
 - h. writing a focusing question that leads to a useful thesis statement,
 - i. writing a thesis statement that leads to a well-written paper,
 - j. writing an outline that leads to a well-written paper,
 - k. revising multiple drafts,
 - l. applying the Five Fs,
 - m. applying the Levels of Analysis,
 - n. applying systems-thinking,
 - o. applying the Six Stages of Writing,
 - p. writing an expository essay,
 - q. writing a textual analysis essay,
 - r. analyzing a poem,
 - s. writing a poem,
 - t. discussing a topic from more than one viewpoint, =
 - u. listening and talking in a dialogue,
 - v. applying the Elements of Western Narrative, Western Act Three Act Structure, and literary devices (in a textual analysis essay, short story report, and published short story), and
 - w. applying the Zone of Proximal Development in self-assessment and reflection on your own learning.