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English Language Arts Content Standards

Functional Documents

Grade 9

Grade 9 - E7 Functional Documents

A functional document is a document that exists in order to get things done, usually within a relatively limited setting such as a social club, a business, an office, a church, or an agency. These often take the form of memoranda, letters, instructions, and statements of organizational policies. Functional documents require that particular attention be paid to issue of layout, presentation, and particularly to audience and the way different audiences will interact with the documents.

E7a: The student identifies strategies common to effective functional documents, including:

- E7a.1** visual appeal, e.g. format, graphics, white space, and headers;
- E7a.2** logic of the sequence in which the directions are given;
- E7a.3** point out possible reader misunderstandings and misconceptions;

Examples of activities through which students might provide evidence of critiquing functional documents include:

- Analyze a manual.*
- Analyze a contract.*
- Review a loan application/bank statement.*
- Examine tax documents.*
- Evaluate advertisements.*
- Critique web sites.*

E7b: The student creates functional documents appropriate to audience and purpose, in which the student:

E7b.1 reports, organizes, and conveys information and ideas accurately;

E7b.2 includes relevant narrative details, such as scenarios, definitions, and examples;

E7b.3 anticipates readers' problems, mistakes, and misunderstandings;

E7b.4 uses a variety of formatting techniques, such as headings, subordinate terms, foregrounding of main ideas, hierarchical structures, graphics, and color;

E7b.5 employs consistent and appropriate word choices.

Examples of functional documents include:

- A summary of a meeting.*
- A manual.*
- A proposal.*
- A set of instructions.*
- A recommendation.*
- A web site*

Grade 10 - E7 Functional Documents

A functional document is a document that exists in order to get things done, usually within a relatively limited setting such as a social club, a business, an office, a church, or an agency. These often take the form of memoranda, letters, instructions, and statements of organizational policies. Functional documents require that particular attention be paid to issue of layout, presentation, and particularly to audience and the way different audiences will interact with the documents.

E7a The student identifies strategies common to effective functional documents, including:

E7a.1 visual appeal, e.g. format, graphics, white space, headers;

E7a.2 logic of the sequence in which the directions are given;

Examples of activities through which students might provide evidence of critiquing functional documents include:

- Analyze a manual.
- Analyze a contract.
- Evaluate a loan application.
- Critique tax documents.

E7b The student creates functional documents appropriate to audience and purpose, in which the student:

E7b.1 reports, organizes, and conveys information and ideas accurately;

E7b.2 includes relevant narrative details, such as scenarios, definitions, and examples;

E7b.3 anticipates readers' problems, mistakes, and misunderstandings;

E7b.4 uses a variety of formatting techniques, such as headings, subordinate terms, foregrounding of main ideas, hierarchical structures, graphics, and color;

E7b.5 establishes a persona that is consistent with the document's purpose;

E7b.6 employs word choices that are consistent with the persona and appropriate for the intended audience.

Examples of functional documents include:

- A summary of a meeting.
- A manual.
- A proposal
- A set of instructions.
- A recommendation.
- A web site.

Grade 11 - E7 Functional Documents

A functional document is a document that exists in order to get things done, usually within a relatively limited setting such as a social club, a business, an office, a church, or an agency. These often take the form of memoranda, letters, instructions, and statements of organizational policies. Functional documents require that particular attention be paid to issue of layout, presentation, and particularly to audience and the way different audiences will interact with the documents.

E7a: The student identifies strategies common to effective functional documents, including:

E7a.1 visual appeal, e.g. format, graphics, white space, and headers;

E7a.2 logic of the sequence in which the directions are given;

E7a.3 point out possible reader misunderstandings and misconceptions;

- Analyze a contract (e.g., truth in lending).*
- Evaluate a loan application.*
- Critique tax documents.*
- Create an advertisement with peer review.*
- Create a web site to serve as a functional document with peer review.*

E7b: The student creates functional documents appropriate to audience and purpose, in which the student:

E7b.1 reports, organizes, and conveys information and ideas accurately;

E7b.2 includes relevant narrative details, such as scenarios, definitions, and examples;

E7b.3 anticipates readers' problems, mistakes, and misunderstandings;

E7b.4 uses a variety of formatting techniques, such as headings, subordinate terms, foregrounding of main ideas, hierarchical structures, graphics, and color;

E7a.4 purposeful composition and the precision of the content and language;

E7a.5 validity of desired outcomes and implications.
Examples of activities through which students might provide evidence of critiquing functional documents include:

- Analyze a manual, program, memorandum or set of instructions.*

E7b.5 employs word choices that are consistent with the persona and appropriate for the intended audience.

Examples of functional documents include:

- A summary of a meeting.*
- A manual.*
- A proposal.*
- A set of instructions.*
- A recommendation.*
- A web site.*

E7b.6 employs word choices that are consistent with the persona and appropriate for the intended audience.

Examples of functional documents include:

- A summary of a meeting.*
- A manual.*
- A proposal.*
- A set of instructions.*
- A recommendation.*
- A web site.*

Grade 12 - E7 Functional Documents

A functional document is a document that exists in order to get things done, usually within a relatively limited setting such as a social club, a business, an office, a church, or an agency. These often take the form of memoranda, letters, instructions, and statements of organizational policies. Functional documents require that particular attention be paid to issues of layout, presentation and particularly to an audience and the way different audiences will interact with the documents.

E7a: The student identifies strategies common to effective functional documents, including:

E7a.1 visual appeal; e.g., format, graphics, white space, and headers;

E7a.2 logic of the sequence in which the directions are given;

E7a.3 point out possible reader misunderstandings and misconceptions;

E7a.4 purposeful composition and the precision of the content and language;

E7a.5 validity of desired outcomes and implications.

Examples of activities through which students might provide evidence of critiquing functional documents include:

- Analyze a manual, program, memorandum, policy, or set of instructions.*
- Analyze a contract (e.g., truth in lending).*
- Evaluate a loan application.*
- Critique tax documents.*
- Create an advertisement with peer review.*
- Create a web site to serve as a functional document with peer review.*

E7b: The student creates functional documents appropriate to audience and purpose, in which the student:

E7b.1 reports, organizes, and conveys information and ideas accurately;

E7b.2 includes relevant narrative details, such as scenarios, definitions, and examples;

E7b.3 anticipates readers' problems, mistakes, and misunderstandings;

E7b.4 uses a variety of formatting techniques, such as headings, subordinate terms, foregrounding of main ideas, hierarchical structures, graphics, and color;

E7b.5 employs word choices that are consistent with the persona and appropriate for the intended audience.

Examples of functional documents include:

- A summary of a meeting.*
- A manual.*
- A proposal.*
- A set of instructions.*
- A recommendation.*
- A resume.*
- A job/college application.*
- A web page.*
- A performance evaluation.*