Dinthill Technical High School

Language and Communication Department

Grade 9 Course Outline 2026

Term 1 September- December

Week	Date	**Session 1 (Single)**	**Session 2 (Double)**	**Session 3 (Double)**	**Assignments**
	Sept 7– 11	Introductions, Class Rules, Textbooks etc. Overview of the Course Outline	Administer Diagnostic Test	Give Feedback on Test	Eng Matters Grade 9 pg. 6 Subject and Predicate (HW)
2	Sept 14–18	**Sentence Structure:** Simple & Compound Sentences, Commas	**Paragraph Writing:** Structure Uses & Types How to write a paragraph sentence by sentence (Review end marks)		***Eng for All Bk 3*** pg.15/ 35 Compound Sentences **(CW)** ***Eng Matters Grd 9*** pg. 38 Exclamation marks &Capital Letters**(HW/CW)** Simple and compound sentences worksheet Graded Homework
3	Sept 21-25	**Sentence Structure :** Complex & Compound-Complex Sentences Semi-Colons	**Review of Business Letters:** Parts, Format & Types	**Business Letters:** Letter of Complaint	***English for All Bk 3*** pg. 55 Subordinating Conjunctions **(HW)** ***English for All Bk 3***pg. 91&92 Letter of Complaint **(Graded CW)**
4	Sept 28-Oct-2	**Business Letters:** Letter of Complaint (cont'd)	**Letter Writing Practice** Peer marking and discussion ***Eng for All Bk 3*** pg.	**Business Letters:** Letter of Apology	English for All Bk 3 pg. 91 Letter of Apology (Graded homework)
)5	Oct 5– 9	**Business Letters:** Letter of Apology (cont'd)	Letter Writing Practice and/or Reading Comprehension	Class work English for All pg.	Eng Matters Grd 9 pg. 97 (HW/CW)

6	Oct 12-16	**Six Weeks Test** Types of Sentences, Paragraph Writing, Business Letter		**Mid-term Break**	Mid Term Test to include: 25 MCQs – Grammar & Sentence Structure/Paragraphing 1 Business Letter (Students will choose from 2 questions Complaint/apology) Total: 50 marks
7	Oct 19–21	**Mid- Term Break**	**Mid-Term Break**		**Mid-Term Break**
8	Oct 22-23	TEST REVIEW Reading comprehension focusing on Literal/Interpretive			
10	Nov 2-6	Email Cont'd	Email Cont'd	Email Cont'd	See attached assessment
11	Nov 9-13	Notices and Agendas Format, Language and Uses, Writing Practice	Writing Practice on Notices & Agendas Cont'd	Writing Practice on Notices & Agendas Cont'd	CSEC for CXC pg. 235 & 236 Notes: Notices/Agenda/Minutes Eng Matters Grd 9 pg. 83 Notices (CW) Eng Matters Grd 9 pg. 48 Transition Words (HW) CSEC for CXC pg. 236 & 237 Notices/Agenda/Minutes: Practice Exercises

					Group Work Create a business and a scenario for which your business would need to write a notice, and agenda to disseminate to its staff before a meeting. Content- 15 Organization-8 Language-7
12	Nov 16-20	Notices and Agenda Cont'd	Notices and Agenda Cont'd	Notices and Agenda Cont'd	
13	Nov 23-27	**Revision**	**Revision**	**Revision**	
14	**E N D O F T E R M E X A M I N A T I O N S**				

EMAIL QUESTION (JAN., 2022):- GRADED

Study the situation presented below and then answer the question that follows.

Your Spanish teacher, Ms Leslie Williams, will be away from class the week of September 23–27, 2019. She will be attending a conference in Spain for teachers of modern languages. During that time, another Spanish teacher, Mr Arron Abdool, will be teaching your class. Your class has been assigned readings for that week from the textbook *Vamos Amigos*.

A classmate of yours was absent from school and you wish to inform him or her of this plan. Write your classmate an email providing this information.

Your answer will be assessed on how well you

- **format your email**
- **select relevant and complete information**
- **organize and express the information in your email**
- **use appropriate grammar, sentence structure, vocabulary, spelling and punctuation.**

Your email MUST be in continuous prose.

Make sure to include all the relevant details in the email to your classmate so that he or she will be fully aware of the situation.

Total 30 marks

NOTICE QUESTION (JANUARY 2020):

2. Study the situation presented below and then answer the question that follows.

You are the outgoing president of your school's students' council. Elections for a new executive is scheduled for Friday, 25 June 2020 at 10.00 a.m. at your school's auditorium. The following positions on the executive will be available:

- President
- Vice President
- Treasurer
- Secretary
- Public Relations Officer

Students need to be informed that the president of the student's council must be a fifth form student. Further, students must vote for a candidate for every position available.

Write a notice that will be placed on the students' notice board.

In your answer, you will be assessed on how well you

- **format your notice**
- **select relevant and complete information**
- **organize and express the information in your notice**
- **use appropriate grammar, sentence structure, vocabulary, spelling and punctuation.**

Your notice MUST be in continuous prose.

Make sure to include all the relevant details in the notice so that students will be fully informed of the elections.

Total 30 marks