

Syllabus

PLATO Course CASAS Competencies Adult Secondary Reading Skills

Course Overview

The CASAS Competencies Adult Secondary Reading Skills were developed by aligning Plato Courseware with the strands and topics that are assessed in the CASAS integrated assessment and curriculum management system. Each unit in this course aligns to one or more strands within the CASAS Content Standards and targets the essential concepts of Informational Reading. This course focuses on the study of different reading strategies and vocabulary skills for informational texts. Apart from learning to read different forms and reports, you will also learn to read a business letter. In this course, you will find a variety of lessons and activities to improve your knowledge of these concepts.

Course Goals

By the end of this course, you will be able to do the following:

- Choose specific parts of a text that should be read first in order to find information.
- Use text aids to write pre-reading questions and locate information within the text.
- Study different ways to prepare for review and explore different vocabulary-building strategies.
- Create a plan to remember what is read and study strategies to answer on a standardized test.
- Expand the strategy to learn words from word lists and find examples of contextual information and themes as reflected in the context.
- Use reading strategies to learn and understand information in literature, social science, and science texts.
- Recognize historical allusions and understand history with the help of expository text, narrative resources, and timelines.
- Understand the use of a glossary as well as an index and find information in the table of contents.
- Explore ways to find a specific word in an alphabetical word list and choose the best reference to answer a question.
- Use a key or a legend to answer questions about diagrams and charts.
- Use directions with a map, floor plan, and diagram.
- Identify the right form, answer and find information for both basic and complex forms, and use a strategy for reading forms.
- Explore different ways to paraphrase, summarize, and read a report.

- Explore the basic parts of a business letter and identify its topic and purpose.
- Select the meaning of a word by using clues from the words around it and try out different strategies for reading business letters.
- Determine if the parts of a letter are written correctly and write an address and a return address properly on an envelope.
- Correctly write a letter of application in response to an advertisement and respond to items on an application.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Understand the basics of spreadsheet software, such as Microsoft Excel or Google Spreadsheets, but having prior computing experience is not necessary.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

CASAS Competencies Adult Secondary Reading Skills is a 0.5-credit course.

Course Materials

- Notebook
- Graphing calculator, recommend TI-83 or equivalent
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent

Course Structure

Unit 1: Reading Level D–Adult Secondary

Summary

In Unit 1, you will learn to select parts of a text that should be read first in order to find information. You will use text aids to write pre-reading questions and locate information within the text based on questions about the text. You will then review the text using different strategies such as highlighting or underlining, taking notes, and building tables, and to integrate the skills learned so far. This unit also has lessons that will help you improve your vocabulary, create a plan to effectively remember what you read, and study strategies for answering three kinds of questions on a standardized test. Further, you will practice activities where you will explore both known and unknown words. You will also learn to expand the strategy for learning words from word lists by placing literary terms in the additional context of a category. Later, you will find examples of contextual information and themes, as reflected in the context, and use the prescribed strategy for reading literature. Apart from this, you will learn word parts that are common in the social sciences and evaluate the quality of facts that support a stated opinion. You will also use reading strategies to learn and understand information from literature, social science, and science texts. In order to understand history, you will identify historical allusions and explore the use of expository text, narrative resources, and timelines. You will use rules to learn science vocabulary and combine the information from science texts and visual aids. This unit describes steps to use a table of contents, an alphabetical word list, a glossary, and an index. You will learn to choose the best reference to answer a question, find information in a book, and locate the correct details for reference. You will also identify the meaning of symbols and use a key or a legend to answer questions about diagrams and charts. This unit includes activities where you will practice using a reading strategy with reference and technical materials. You will learn to use directions with a map, floor plan, and diagram. This unit also teaches you to find causes and effects in directions, and use them to find solutions. You will learn how to identify the right form. You will also explore ways to answer questions, find information, and use directions given in basic and complex forms. This unit also has lessons on reports that include the causes, effects, goals, and recommendations provided in reports. Apart from this, you will learn to compare as well as mark the main points in reports. Toward the end of this unit, you will explore different ways to paraphrase, summarize, and read a report.

Unit 2: Reading Level E–Advanced Adult Secondary

Summary

Unit 2 introduces the basic parts of a business letter and then helps you identify the topic and purpose of the letter. You will also be able to identify the details that support the topic and purpose of the letter. After reading the letter, you will be able to determine the action you must take. Further, you will select the meaning of a word by using clues from the words around it and practice different strategies for reading business letters. You will then determine if the parts of a letter are written correctly and learn to write an address and a return address properly on an envelope. In the latter part of this unit, you will learn to correctly write a letter of application in response to an advertisement and respond to items on an application.