



CHANCELLOR STATE COLLEGE

SEMESTER OUTLINE

Year Level: 12 Subject: 12 English Communication

Year: 2009 Semester: Two

| TERM THREE | | TERM FOUR | |
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| 1 13/7 | Work Place Health and Safety - Work Safe. Home Safe. Mon 13 SFD | 1 5/10 | Surviving Schoolie's. -Discussion of issues and dangers of attending schoolie's. |
| 2 20/7 | Determining workplace health and safety issues in a variety of industries. - Young people in the workplace. | 2 12/10 | Research and collect important information suitable to be included in a Schoolie's Survival Pack. |
| 3 27/7 | Drafting of Workplace Health and Safety Audio-visual oral presentation. (3-5 Min.) | 3 19/10 | Topics covered will include; accommodation issues, drug and alcohol awareness and dangers, staying healthy and safe while on schoolie's. |
| 4 3/8 | Presentation of Audio-visual Oral Presentation for Workplace Health and Safety. | 4 26/10 | Schoolie's Survival Pack Assignment Due. |
| 5 10/8 | Small Business Operation - Structure and Organisation Wed 12 Show Holiday | 5 2/11 | Moving out of home. -necessary requirements before moving out. |
| 6 17/8 | Small Business Opportunities -Viable Markets -Target Audience | 6 9/11 | Developing an understanding of documents/forms/agreements required prior to moving out. |
| 7 24/8 | Development of a small business proposal and plan. Research into the market. | 7 16/11 | Finding a reliable flatmate. Rental documents and your rights. Agency and utility forms. Budget constraints. Plan and prepare a written budget in report format. |
| 8 31/9 | Drafting of small business plan. (300-600 words) | 8 23/11 | Plan and present an oral outlining the key areas of your budget report. (3-5 minutes). EXAM BLOCK |
| 9 7/9 | Small Business Plan Assignment Due | 9/10 | Moderation Completed Reporting Completed Middle Planning Support |
| 10 14/9 | Begin brainstorming Schoolie's Week | | |
| Term Notes | | Term Notes | |