

Help Your Students Prepare for the Language Arts Section of the HSEE

Although each state individually determines the content to be tested on the HSEE, they all include a language arts section. This section usually focuses on reading and writing. In most states, the following content areas are addressed:

- word analysis, fluency, and vocabulary
- reading comprehension
- literary response and analysis
- writing strategies and applications
- written and oral English language conventions

On the HSEE for most states, students are expected to read various passages and answer multiple-choice, true/false, and short-answer questions. The questions measure a student's reading comprehension as well as his or her achievement in the content standards. Students are also asked to write expository, persuasive, and/or analytical essays. Students are expected to demonstrate their ability to organize information as well as use appropriate English language conventions.

You can integrate language arts into your curriculum very easily. Throughout the school year, continuously reinforce reading skills. You probably will ask students to read their textbooks, but you might also consider assigning non-fiction books that relate to your curriculum. For example, when you study different management styles, ask the students to read *The One Minute Manager* by Kenneth Blanchard and Spencer Johnson. Have the students analyze the opinion of the author and discuss how his concepts and techniques apply to the management styles discussed in your textbook. Encourage students to read business articles in the newspaper or magazines. Ask your students to interview local business leaders about their jobs, their duties and responsibilities, and the kind of reading they do each day on the job.

Have your students write every day. Students can spend five minutes each day journaling or responding to a topic that you have selected. Ask your students to write essays on business topics using the same format that is used

on the HSEE in your state. Require a career research paper sometime during the course. Have your students compose real business letters. Be vigilant in grading for grammar, spelling, punctuation, and sentence formation. Emphasize that these skills are necessary for success in the workplace.