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# Communicate With a Heart of Service!

## *English Language Arts Guide*

*Prepared by Serenity Learning Center*

## OVERVIEW & PURPOSE

The Merriam-Webster Dictionary defines language arts as: the subjects (as reading, spelling, literature, and composition) that aim at developing the student's comprehension and capacity for use of written and oral language.

At Serenity Learning Center , we understand that the study of Language Arts is much more than that. An expert of Language Arts is a master communicator.

This guide is developed to help you learn how to use your communication to succeed and serve, AFTER having mastered the skills listed in [Appendix A](#). Thus expanding on Merriam-Webster's definition of Language Arts to include not only the foundational skills of all forms of verbal and written expression but to have a purposeful means to powerfully impact the world through service.

These skills are taught one at a time and practiced in three stages:

1. Reinforce the Principle
2. Application in daily life
3. Create your own Project

The skills are divided into three categories:

1. Private Skills (for personal development)
2. Public Skills (for connecting to community)
3. Leadership Skills (for impacting positive change)

Language Arts (communication) is central to all other academic endeavors. Becoming a master of positive communication will literally improve all areas of your life. Upon completion of this guide it is recommended you seek additional opportunities to use your skills related to your communities' needs and your unique purpose and mission.

## GUIDE OBJECTIVES

1. Provide a solid foundation for all forms of communication.
2. Learn the skills of communicating purposefully and powerfully.

## RECOMMENDED MATERIALS

Language arts notebook or section in a binder  
Paper, mostly lined and some blank  
Writing utensils and some art supplies  
Access to the Webster 1828 dictionary (physical or online)

*Writers INC: A Student Handbook for Writing and Learning*  
*The Elements of Style* by Strunk and White  
*Writing with Style: Conversations on the Art of Writing* by John Trimble

## VERIFICATION

*Steps to check for quality and mastery of each skill before delivering your service project.*

1. Followed directions
2. Accurate spelling and grammar
3. Descriptive and appropriate vocabulary
4. Clearly understood message
5. Organized and neat presentation (best handwriting and/or proper format)
6. Thoughtfulness and creativity
7. Is this service project actually serving the recipient?
8. Then show your work to your parent(s) and get their approval.

These skills may be learned in any order. To easily keep track, check the  on the checklist when you've completed these verification steps for each skill.

*(To review principles taught in the Explorer Developmental Level, see [Appendix A](#); for additional resources, see [Appendix B](#); for additional service project ideas, see [Appendix C](#).)*

## RECORDS FOR SERVICE PROJECTS *(before delivering the service project)*

Either make a copy of your project or take a picture of it and add it to your Language Arts notebook. Then write a journal entry describing your experience creating and giving away that service project.

## SERVICE OBJECTIVES

Review the Elements of Communication

### **Audience**

Who is your communication for? Is it an individual or a group? Do you have a close and trusting relationship with them? Will it be shared with additional people? Is your audience expecting your communication and/or open to your message?

### **Etiquette**

If you are communicating in person, what is your body language saying (hands, posture, movement)? What expression are you using (facial, tone of voice, volume, energy)? How are you presenting your message? Are you as the messenger presenting yourself with appropriate dress and hygiene?

If you are communicating in writing, are you using appropriate tone, structure, and grammar? Is your communication presented visually with appropriate color, pictures, neatness, etc? Are you following the correct grammar and etiquette rules for the situation?

### **Intent**

What is the desired result of your message? Do you intend for this communication to be kept available for a short time or for years to come? What do you want your audience to change, be, do, feel, or think as a result of this communication?