

EDUCATIONAL GOAL: COMMUNICATION

To participate in the entire communication process of listening, speaking, reading and writing.

DEFINITION OF SKILL
1. Apply word analysis and vocabulary skills to comprehend selections:
<ul style="list-style-type: none">Analyze, interpret specialized vocabulary
<ul style="list-style-type: none">Know word origins
<ul style="list-style-type: none">Determine relationships(s) between words
2. Define the three-step reading process (before, during, after) and apply it to textbooks and other expository and literary reading materials for good comprehension and retention of main ideas, details, sequence, and vocabulary:
<ul style="list-style-type: none">Before: Preview, predict and ask questions
<ul style="list-style-type: none">During: Read to answer questions, mark and annotate text
<ul style="list-style-type: none">After: Construct cognitive maps, summarize, define vocabulary
3. Apply reading skills for a variety of contemporary uses to:
<ul style="list-style-type: none">Complete reading assignments across the curriculum
<ul style="list-style-type: none">Locate, select, evaluate and use primary, print, and electronic materials to support ideas
<ul style="list-style-type: none">Define and apply literary elements to understand a variety of literary works (poetry, drama, fiction)
<ul style="list-style-type: none">Prepare for tests and exams, including college exams, employment tests and standardized tests
<ul style="list-style-type: none">Reflect on the author's style and/or point of view
<ul style="list-style-type: none">Analyze tables, graphs, diagrams and/or maps
<ul style="list-style-type: none">Construct tables, graphs, etc. that support text
<ul style="list-style-type: none">Evaluate how text reflects culture, society, or history
<ul style="list-style-type: none">Interpret text and make connections between and among disciplines and events
<ul style="list-style-type: none">Develop and demonstrate reading fluency by reading aloud
4. Planning
<ul style="list-style-type: none">Use prewriting techniques to discover topics: journaling, listing, brainstorming, free writing, focused free writing, and/or clustering.
<ul style="list-style-type: none">Write for a variety of purposes and audiences with sensitivity to cultural diversity.

5. Drafting
<ul style="list-style-type: none"> Organize expository essays clearly by using thesis statements, topic sentences, and transitions.
<ul style="list-style-type: none"> Use appropriate models and strategies to develop writing.
<ul style="list-style-type: none"> Develop ideas thoroughly by including support such as details, examples, quotations, statistics, and/or testimony.
<ul style="list-style-type: none"> Locate and evaluate primary sources (interviews, surveys) and secondary sources (books, magazines, journals, newspapers, electronic sources) for research writing.
<ul style="list-style-type: none"> Define and avoid plagiarism
6. Revising
<ul style="list-style-type: none"> Revise essays by evaluating organization and support
7. Editing/Proofreading
<ul style="list-style-type: none"> Edit and proofread for standard English usage: punctuation, sentence structure, spelling, and subject-verb agreement
<ul style="list-style-type: none"> Use appropriate formats for essays, research, and technical writing.
<ul style="list-style-type: none"> Use technology effectively while drafting, revising, and editing
<ul style="list-style-type: none"> Prepare to take college and standardized essay exams (i.e. ACT, SAT, BST)
<ul style="list-style-type: none"> Write for a variety of contemporary uses, including college exams and essays, employment tests and standardized tests.
8. Listening
<ul style="list-style-type: none"> Recognize the reasons for listening such as relaxation, empathy, and for critical details
<ul style="list-style-type: none"> Recognize the speakers' purpose/goal and main ideas
<ul style="list-style-type: none"> Distinguish fact from opinion
<ul style="list-style-type: none"> Minimize personal biases by developing an understanding and empathy for cultural diversity
<ul style="list-style-type: none"> Paraphrase/summarize, question, and evaluate main ideas and supporting statements
<ul style="list-style-type: none"> Reflect on message
9. Speaking
<ul style="list-style-type: none"> Speak effectively using language appropriate to the situation and audience
<ul style="list-style-type: none"> Communicate an intended message
<ul style="list-style-type: none"> Use effective non-verbal behaviors
<ul style="list-style-type: none"> Speak clearly, confidently
<ul style="list-style-type: none"> Use appropriate grammar and word choice

<ul style="list-style-type: none">• Use presentational aids, technology
<ul style="list-style-type: none">• Analyze discussion roles
<ul style="list-style-type: none">• Adapt and respond to feedback
<ul style="list-style-type: none">• Use appropriate delivery strategies
<ul style="list-style-type: none">• Employ various techniques for reducing communication
<ul style="list-style-type: none">• Reflect on message