

Wachusett Regional High School

Course Name: Applied Communications I and II

Grade (s): 11 & 12

Course Description:

A course which enables students to gain many of the reading, writing, speaking, and listening skills necessary for career success. Learning activities are closely related to the work world and are connected to experiences with the students' Wachusett Partnership Program majors. The career application of communication skills will receive continued emphasis throughout this course.

Links to Student Expectations:

1. All students will develop skills to utilize technology to gather, to evaluate, to assimilate, and to present information.
2. All students will utilize critical thinking by using skills to identify and to provide resources to solve a problem.
3. All students will learn to communicate critically, persuasively, and personally in both oral and written expression.
4. All students will be able to make decisions and solve problems using logical processes (e.g., scientific method, induction, deduction, syllogism, etc.).

Interdisciplinary Connections:

Math, history, and applied arts

Essential Concepts:

1. Applied Communications develops an understanding of the need for clear and concise interpersonal communication in the work force.
2. Applied Communications fosters a spirit of teamwork.
3. Applied Communications encourages individual assessment.
4. Applied Communications promotes confidence and self-expression.
5. Applied Communications offers the student the opportunity to experience chosen job fields before making critical decisions on continuing education.

Student Objectives:

1. Students will gain a fundamental knowledge of appropriate business etiquette.
2. Students will experience group project work and learn the dynamics of interpersonal work relationships.
3. Students will become familiar with business writing skills.
4. Students will become familiar with and experience public speaking.

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Suggestions for Instruction:

- ✓ *Working Days: Teenagers at Work*
- ✓ *The Art of Life: An Anthology of Literature about Life and Work*
- ✓ *The Art of Work: An Anthology of Workplace Literature*
- ✓ *Teenagers Preparing for the Real World*

Suggestions for Assessment:

- ✓ Quizzes and tests
- ✓ Rubrics for all written work
- ✓ Essays
- ✓ Portfolios
- ✓ Group projects
- ✓ Oral presentations

Curriculum:

- ✓ Students will read and analyze several works of literature in work related anthologies.
- ✓ Students will be involved in several long-term cooperative projects centered on business skills.
- ✓ Students will have opportunities to use technology when working on both individual and cooperative projects.
- ✓ Students will be given opportunities to listen to guest speakers and take field trips to several different local businesses.
- ✓ Students will complete writings using several different formats.

Lesson Extensions:

- ✓ Field trips
- ✓ Guest speakers
- ✓ Internships