

Cultivating Communication Skills: Scope and Sequence

Unit 1: Speaking and Listening

Pre-Course Assessment

Course Introduction

Lesson 1: Greetings

Lesson 2: Starting and Stopping Conversations (Parts A and B)

Lesson 3: Body Language

Lesson 4: Appropriate Topics

Lesson 5: Telephone Skills (Parts A and B)

Lesson 6: Active Listening: Paraphrasing

Connect to Home: Conduct an Interview

End of Unit Wrap-Up and Reflection

Unit 2: Writing

Lesson 1: Formal Writing

Lesson 2: Informal Writing

Lesson 3: Using Technology (Parts A and B)

Lesson 4: Summative Assessment

Connect to Home: Writing a Compliment or Complaint

End of Unit Wrap-Up and Reflection

End of Course Wrap-Up and Reflection

Post-Course Assessment and Evaluation

Objective: By the end of this course, students will be able to use appropriate communication skills to conduct social interactions at home, school, or in a community or work setting.

Outcome: By the end of this course, students will create and use scripts and role-play scenarios to guide their communication in real-life situations they will encounter in school, home, work, or in the community.

Goal: Students will build communication and interpersonal skills.

Time: Students can work through the 10 lessons of this course at their own pace.

Prerequisite: None

Common Core State Standards (CCSS): RI.9-10.4, SL.9-10.1, SL.9-10.2, SL.9-10.4, W.9-10.4, W.9-10.6, W.9-10.10, L.9-10.1

Texas Essential Knowledge and Skills (TEKS): 110.31.(b)(24)-(26), 110.31.(b)(12), 110.31.(b)(25), 110.31.(b)(23) (C)110.31.(b)(13)

Competencies: Communication skills, interpersonal skills