

Spanish Fork High School 2014-15

Unit Topics and I Can Statements

English Communication I CE

THE COMMUNICATION PROCESS

- I CAN identify the four steps in the communication process.

NONVERBAL COMMUNICATION SKILLS

- I CAN practice acceptable nonverbal communication skills in personal and professional settings.
- I CAN evaluate the differences between nonverbal and verbal communication, which include reading, writing, listening, and speaking.

CORRECT ENGLISH MECHANICS

- I CAN develop a strong vocabulary which includes homonyms, synonyms, antonyms, frequently misspelled words, and technical business terms.
- I CAN practice and use correct spelling in written communications.
- I CAN practice and use correct punctuation and grammar in written communications.
- I CAN communicate in a clear, courteous, concise, complete, and correct manner.

ORAL COMMUNICATION SKILLS

- I CAN practice correct pronunciation and enunciation.
- I CAN identify regional, international, and cultural differences in communication and use bias-free language.
- I CAN plan, create, and present short presentations individually or as a group member.
- I CAN participate in group discussions by expressing my opinions and talking about current business issues.

READING STRATEGIES

- I CAN develop reading strategies that improve speed, comprehension, and retention.

WRITTEN COMMUNICATION SKILLS

- I CAN use the writing process to produce a variety of documents in each of the following areas: routine/good news, sales/persuasive, and negative/bad news.
- I CAN use the writing process to produce written documents appropriate to task, purpose, and audience.

PROFICIENT LISTENING SKILLS

- I CAN practice following oral directions by listening attentively, taking accurate notes, and asking clarifying questions.
- I CAN demonstrate proper listening techniques by being a courteous, respectful, and attentive listener.
- I CAN identify barriers to effective listening.

USES TECHNOLOGY TO ENHANCE COMMUNICATION

- I CAN apply basic software applications to refine and enhance documents and presentations as needed.