

# Spanish Fork High School 2014-15

## Unit Topics and I Can Statements

### English Communication II CE

#### **ORAL COMMUNICATION SKILLS**

- I CAN evaluate oral presentations analytically and critically.
- I CAN deliver impromptu and planned speeches with confidence.
- I CAN present a professional oral presentation that includes credible evidence.

#### **INFORMATIONAL READING STRATEGIES**

- I CAN use basic research techniques to find and use a variety of primary and secondary sources.
- I CAN read and report on several current business related articles.

#### **THE WRITING PROCESS**

- I CAN compose an effective research paper using all components of the writing process.
- I CAN identify and include all parts of a business research paper.

#### **PROFESSIONAL LEADERSHIP AND ETHICS**

- I CAN use technology in an ethical manner to enhance the effectiveness of communication.
- I CAN understand the importance of taking moral responsibility for oral and written communication.
- I CAN understand and practice appropriate professional behavior.

#### **EMPLOYMENT PORTFOLIO**

- I CAN create a portfolio that includes goals, application, cover letter, resume, and follow-up letter.
- I CAN explore job search strategies and sources for job placement.
- I CAN understand the application and interview process for employment and participate in a mock interview simulation.
- I CAN explore and develop the skills and qualities that employers expect in employees.
- I CAN write short and long-term personal and professional goals.

#### **ORAL PRESENTATIONS**

- I CAN present a professional oral report using technology to enhance the effectiveness of the presentation.
- I CAN use appropriate nonverbal communication skills in my presentation including: voice quality, eye contact, and hand gestures.
- I CAN create an effective and professional electronic presentation to supplement my oral presentation.