

PROFESSIONAL COMMUNICATIONS:

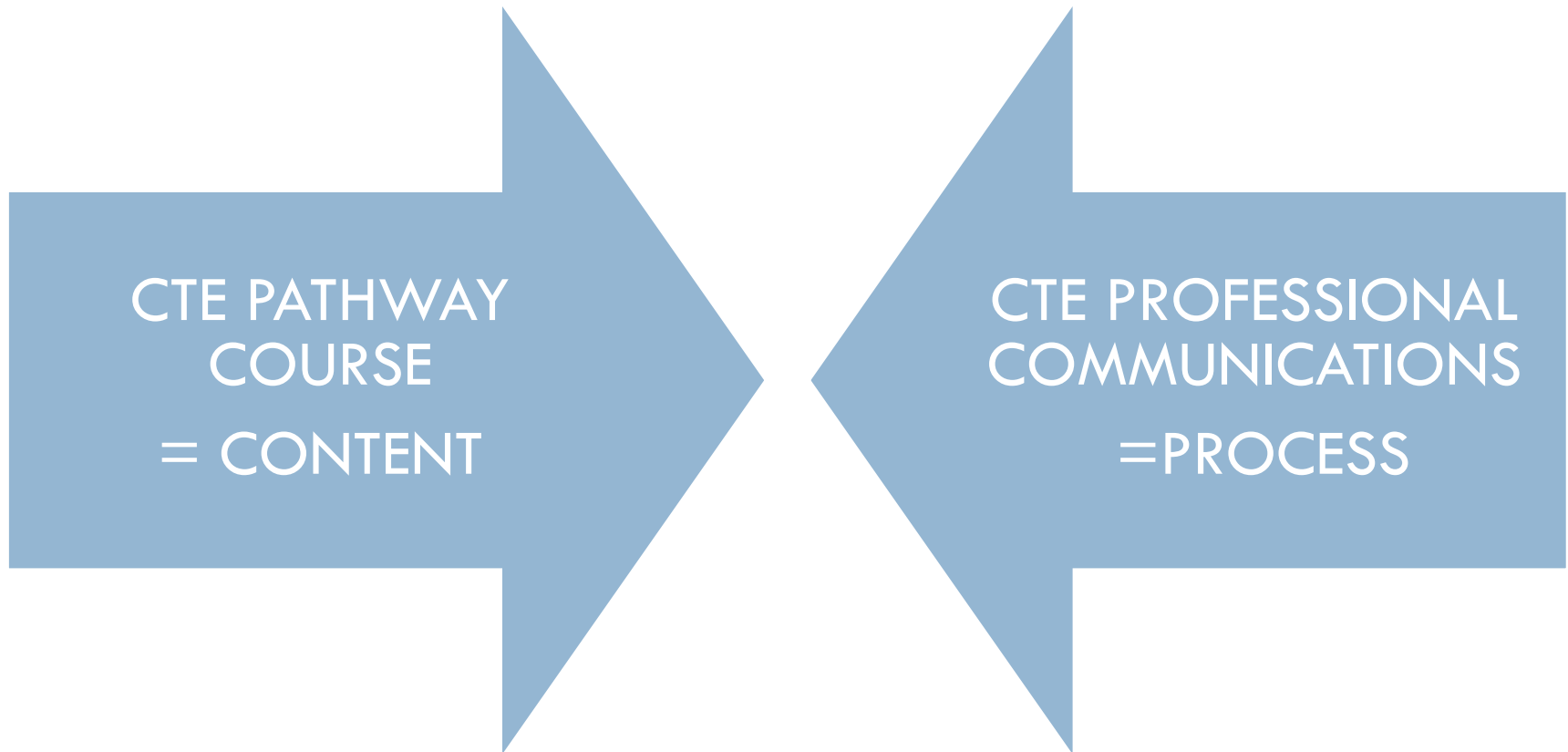
Combating 4x4 With Concurrent Enrollment
in CTE Pathways

21st Century Skills

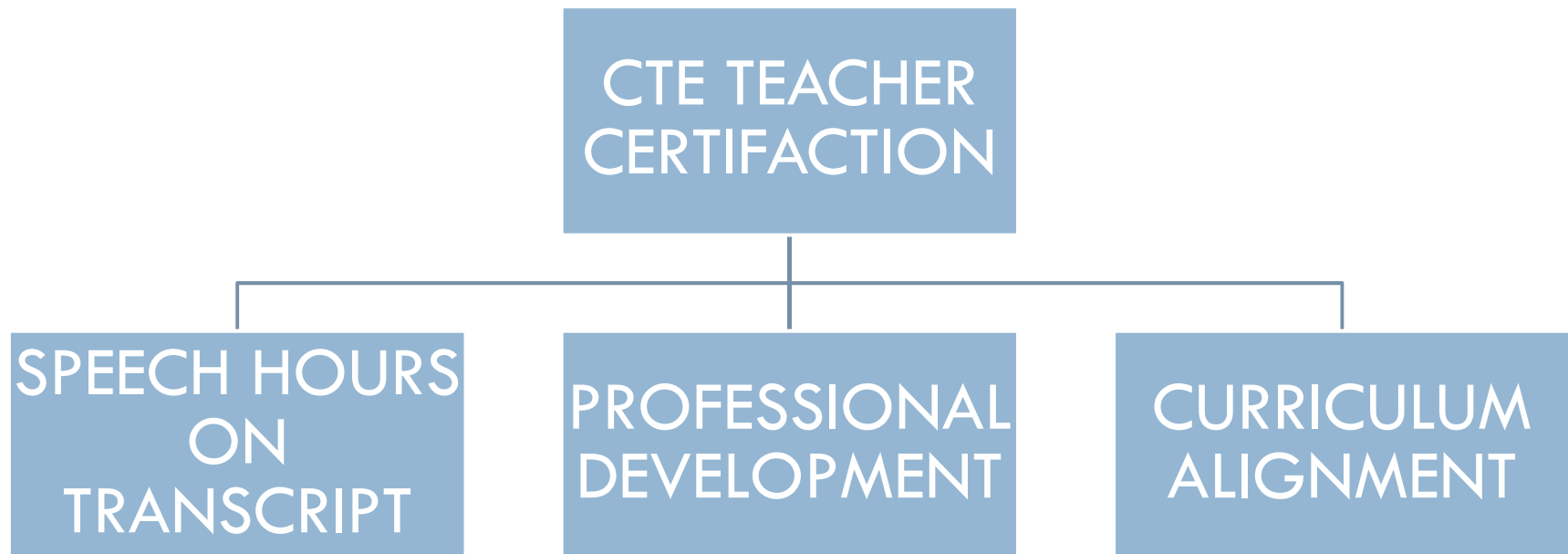


[http://www.youtube.com/watch?v=8_ehGLqzB
VM](http://www.youtube.com/watch?v=8_ehGLqzBVM)

WHAT?



HOW?



WHY?



- COMBATING 4X4 HIGH SCHOOL GRADUATION REQUIREMENTS
- STUDENT ENGAGEMENT
- CTE INSTRUCTION HAS ALWAYS INCLUDED COMMUNICATION SKILLS
- COMMUNICATION KEY TO EMPLOYABILITY SKILLS



Communication
works for those
who work at it.

John Powell

WHERE?



The Big Idea

Essential Question

The Challenge

Guiding Questions

Guiding Activities

Guiding Resources

Action -Solution

Assessment

What's included?



- TEKS of Professional Communications
 - ▣ Blends written, oral and graphic communication in a career-based environment
 - ▣ Students will be expected to develop and expand the ability to write, read edit, speak, listen, apply software applications, manipulate computer graphics and conduct Internet research

Key Concepts:



- Applies English language arts in professional communication
- Applies professional communication strategies
- Understands and examines problem-solving methods
- Applies information technology applications
- Understands communication systems
- Applies safety regulations
- Develops leadership characteristics
- Applies ethical decision making
- Applies technical skills for efficiency
- Explores career clusters

Written Communication



- Communicating with E-mail
- Secrets of Clear Writing
- Developing Reports and Proposals
- Writing for Employment
- Writing Professional Letters

Verbal Communication



- Basics of Verbal Communication
- Working with Customers/Clients/Colleagues
- Developing Professional Telephone skills
- Improving Informal Communication
- Making Formal Presentations

Problem Solving and Decision Making



- Identifying and Defining the Problem
- Solving the Problem
- Thinking Critically
- Group D-M and P-S
- Decision and Support Tools

Professionalism



- Presenting Yourself Professionally
- Developing a Professional Work Ethic
- Developing Your Interpersonal Skills
- Winning at Office Politics
- Planning and Managing Your Career



THINKING BEYOND THE BOX

Other strategies?

Contact Information



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