Essentials of Communication

Table of Contents

Essentials of Communication Course Overview

Essentials of Communication: A Guide to Interacting Effectively in Today's World™ is a five-unit elective course for high school students. The materials cover fundamentals of the communication process important for successful interaction in a variety of social and professional settings. Students can use the course to gain and apply knowledge about communication theories, characteristics of language and language use, interpersonal relationships, group dynamics, and public speaking in order to interact more effectively with others.

The course seeks to help students expand their knowledge and skills as communicators so that they may achieve the following goals:

- Know and understand aspects of communication theories and processes appropriate to both social and professional settings.
- Use interpersonal communication strategies appropriately in social and professional settings.
- Effectively communicate in social and professional group settings.
- Plan, prepare, deliver, and evaluate formal and informal personal and professional presentations.

In attaining these goals, students will be better equipped to use communication to hone other life skills, including exchanging information, fulfilling social obligations, developing relationships, and understanding and meeting the needs of others.

Unit 1: Communication Foundations	
Assignments	
1. Course Overview	15. Perception and Communication Competence
2. Introduction to Communication	16. Project: Perception Checking
3. Types of Communication	17. Quiz 2: Perception and Communication
4. Project: Communication Log	18. Self and Communication
5. The Importance of Communication	19. Project: Looking Inward*
6. Project: Reflection*	20. Self-Concept and Competent Communication
7. Becoming a Competent Communicator	21. Project: Changing Your Self-Concept*
8. Project: Evaluating Communication Competence	22. Self-Disclosure
9. Project: Ethical Principles of Communication*	23. Quiz 3: Self and Communication
10. Quiz 1: Discovering the Foundations of Effective Communication	24. Special Project*
	25. Review
11. Introduction to Perception	26. Test
12. Project: Three Stages of Perception*	27. Alternate Test*
13. Influences on Perception	28. Glossary and Credits
14. Project: Overcoming Perception Influences*	

Unit 2: Language Characteristics

Assignments

1. The Nature of Language
2. Language in Social Settings
3. Project: Recognizing In-Language*
4. The Functions of Language
5. Project: Using Responsible Language
6. Quiz 1: Language
7. Nonverbal Communication
8. Project: Recognizing Nonverbal Behavior
9. The Functions of Nonverbal Communication
10. Types of Nonverbal Communication
11. Project: Ethics and Impressions
12. Competent Nonverbal Communication
13. Project: Observing Nonverbal Communication
14. Quiz 2: Nonverbal Communication
15. The Listening Process
16. Listening Styles
17. Project: Using Listening Styles
18. Listening Barriers
19. Project: Listening Strategies
20. Quiz 3: Listening
21. Special Project*
22. Review
23. Test
24. Alternate Test*
25. Glossary and Credits

Unit 3: Interpersonal Relationships

Assignments

1. Types of Interpersonal Relationships
2. Relationship Stages
3. Project: Applying Knapp's Relational Model
4. Fluctuations in Relationship Development
5. Quiz 1: Interpersonal Relationships
6. Conversation
7. Project: Are You a Good Conversationalist?*
8. Conversation Management
9. Project: Practicing Cues
10. The Basics of Conversational Competence
11. Quiz 2: Interpersonal Communication: Conversation
12. Etiquette for Introductions
13. Project: Introductions
14. Telephone Etiquette
15. E-mail Etiquette
16. Criticism
17. Project: Expressing Yourself Politely*
18. Quiz 3: Etiquette for Interpersonal Communication
19. Interviewing
20. Preparing for an Interview
21. Project: Preparing for a Job Interview*
22. Quiz 4: Interviewing
23. Special Project*
24. Review
25. Test
26. Alternate Test*
27. Glossary and Credits

Unit 4: Understanding Groups

Assignments

1. The Small Group
2. Small Group Types and Formats
3. Project: Brainstorming
4. Organizations
5. Quiz 1: Group Communication
6. Factors Affecting Group Dynamics
7. Individual Competence in Groups
8. Problem Solving in Groups
9. Quiz 2: Group Dynamics
10. Leadership Styles
11. Project: Identifying Leadership Styles
12. Leadership Functions
13. Project: Evaluating Group Effectiveness
14. Quiz 3: Group Leadership and Evaluation
15. Special Project*
16. Review
17. Test
18. Alternate Test*
19. Glossary and Credits

Essentials of Communication

Unit 5: Presenting and Interpreting Public Messages

Assignments

1. Determining the Purpose and Choosing a Topic
2. Project: Defining Topic and Purpose
3. Project: Developing a Thesis Statement
4. Defining Your Audience
5. Project: Defining Your Audience
6. Project: Developing a Preliminary Outline
7. Quiz 1: Preparing Speeches
8. Research
9. Project: Conducting Research
10. Supporting Materials
11. Presenting the Topic Visually
12. Project: Revising and Expanding the Outline
13. Quiz 2: Supporting Speeches
14. Selecting an Organizational Pattern
15. Outlining a Speech
16. Project: Developing Your Outline
17. Preparing Your Notes and Cues
18. Project: Developing Speaking Notes
19. Quiz 3: Organizing Speeches
20. Preparing to Deliver a Speech
21. Project: Rehearsing Your Speech
22. Dealing with Apprehension
23. Delivering Group Presentations and Evaluating Speeches
24. Project: Delivering and Evaluating Your Speech
25. Quiz 4: Delivering and Evaluating Speeches
26. Special Project*
27. Review
28. Test
29. Alternate Test*
30. Glossary and Credits

Unit 6: Course Review and Exam

Assignments

1. Review
2. Exam
3. Alternate Exam*

(*) Indicates alternative assignment