



North Polk Community Schools Pacing & Course Description Guide



Grade Level: 11-12

Content: Communications 703

Year: 22-23

Course Description/Rationale

Reading, writing, speaking and listening are studied as methods of exploring and evaluating technological advances in trades, industry and professions. Adapting communication for different audiences, evaluating industry-related literature and basic business writing and speaking are emphasized. Students will receive 3 DMACC credits for COM703. (1 HS credit)

Name of Unit	Time Frame	Essential Learning Target	Standard(s)
Intro to Communications	1 week	Students can verbally share their thinking through meaningful discussion and effective collaboration. a. I adapt my communication style for various audiences	SL.11-12.6 Adapt speech for a variety of contexts and tasks.
Non-Verbal Communication	3 weeks	Students can verbally share their thinking through meaningful discussion and effective collaboration. a. I can listen and evaluate ideas shared verbally	SL.11-12.3 Evaluate a speaker's point of view (perspective), reasoning, and use of evidence and rhetoric, assessing the stance, premises, links among ideas, word choice, points of emphasis, and tone used.
Collaboration	4 weeks	Students can effectively collaborate with others	SL.11-12.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on <i>grades 11–12 topics, texts, and issues</i> , building on

			others' ideas and expressing their own clearly and persuasively.
Public Speaking	4 weeks	Students will present/articulate an argument with evidence and reasoning.	RI.11-12.7 Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem.
Business and Technical Writing	4 weeks	Through the writing process, students will clearly and confidently articulate complex ideas for a variety of purposes through different modes and styles of written expression using correct grammar, punctuation and sentence structure	W.11-12.5 Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.
Applications and Interviews	2 weeks	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience Adapt speech to a variety of contexts and tasks	SL.11-12.6 Adapt speech to a variety of contexts and tasks W.11-12.1 Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.

