

Communications Seminar Curriculum

Chambersburg Area School District

Course Map Timeline(48 mins per class) 2019

Unit	Days					
Unit 1: Success in High School	15					
Unit 2: Study Skills for High School		10				
Unit 3: Foundations of Effective Communication			5			
Unit 4: Engagement with High School				10		
Unit 5: Digital Citizenship					10	
Unit 6: Career Readiness						20

Topic: Unit 1 - Success in High School

Key Learning:

- Resources available through high school and beyond

Unit Essential Question(s):

- How will essential skills successfully prepare students for high school and beyond?

Concept: High School Survival	Concept: Online Research Searching Strategies	Concept: Citations, Attributions, and textual references
Students will be informed about how to properly and efficiently access tools used throughout high school.	Students will learn how to use search engines. Students will understand how to effectively create a search to find relevant information on a topic.	Students will understand the importance of citing sources and the consequences of plagiarism. Students will know how to find key information within a piece of text.
13.3.11, 15.3.12	13.3.11, 15.4.12B and E, CC.1.4.9–10.V	13.3.11, 15.4.12 B and E, CC.1.4.9–10.W, CC.1.2.9–10.B
<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> How do I properly organize materials in Google Drive? How do I access important materials in Sapphire and other LMS? How do I professionally communicate via email? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> How can I use the advanced search features in Google? How do we access information via the Google Menu Bar? How can I tell the difference between factual information and non-factual information? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> How do I properly cite sources as part of a visual presentation? Explain the purpose and importance of attributing sources during a visual presentation. How can I quote sources within a document and properly give credit to the author?
<p>Vocabulary: Learning Management System, Online File Folder, Professionalism, E-mail, Greetings/Salutations, Draft, Google Drive, Sapphire</p>	<p>Vocabulary: Google Menu Bar, Advanced Search, Filter, Credible Source, Search Engine, Research</p>	<p>Vocabulary: Citation, In-text citation, Attribution</p>

Topic: Unit 2 - Study Skills in High School

Key Learning:

- Study skills, note-taking, and time management to help students transition into the high school workload.

Unit Essential Question(s):

- How does one utilize proper study strategies to prepare and study for tests and assessments?

Concept: Introduction to Note Taking	Concept: Study Strategies	Concept: Time Management
Students will be guided on how to effectively take notes in the classroom. Students will understand the importance of note-taking and how it can lead to success in school.	Students will research and share different study skills and techniques to help them study and to be able to apply important concepts.	Students will understand the importance of time management and learn effective strategies to practice good time management skills.
List standards here CC.1.2.9–10.A	15.3.12 I,	13.3.8.E, 13.3.11.E,
<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Explain the benefits of taking good notes in class. • How can we use different methods of taking notes during a class? • What strategies should I use when taking notes during a class or video? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • What are the best strategies to use to understand and apply content? • How does selectivity determine the important aspects of material to be learned? • Explain how we can use study skills to be successful. 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Explain three ways to enhance your time management skills. • How is time management beneficial to one at work or in school? • How can you create a personal schedule to help you effectively manage your time?
<p>Vocabulary: Note Taking, Cornell Notes, Highlighting, Main Idea, key details, SQ3R, Study Space, Test Anxiety, Objective Tests, Essay Tests, Color coding, paraphrasing,</p>	<p>Vocabulary: Mnemonic Device, Quizlet, Graphic Organizer, 3 box model, long-term, short-term,</p>	<p>Vocabulary: Time Management, Scheduling, Time Blocks, Agenda, Calendar,</p>

Topic: Unit 3 - Foundations of Effective Communications

Key Learning:

- How to effectively communicate thoughts, ideas, research, and information to an audience.

Unit Essential Question(s):

- How will students properly communicate material to an audience in various formats?

Concept: Communication Content	Concept: Communication Delivery	Concept: Types of Presentations - the purpose and goals
Students will understand how to format different forms of communication.	Students will be able to distinguish which communication delivery skills are needed for different types of communication.	Students will develop a repertoire of different forms of communication for presenting information.
15.3.12.C, 15.3.12.E, 15.3.12.G,	15.3.12.C, 15.3.12.E, 15.3.12.G, 15.3.12.H,	15.3.12.C, 15.3.12.E, 15.3.12.H, 15.3.12.I, 15.3.12.N, 15.3.12.S
<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Explain the differences between different types of presentations. • How does a presentation resemble an essay? How does it differ? • How does an audience impact presentations? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • How do you professionally deliver information to your audience? • How does delivery of verbal and non-verbal communication differ? • Explain the importance of incorporating professional non-verbal skills into a presentation. 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Why are different forms of communication appropriate in different settings? • How are different forms of communication applied in one's future career? • How do Webcasts and Podcasts differ?
<p>Vocabulary:</p> <p>Introduction, Body, Conclusion, Attention Getter, Thesis, Topic Sentences, Transitions, Special Language, Examples, Personal Anecdotes, Facts/Statistics, Relevance, Clincher, Speaking Strategies</p>	<p>Vocabulary:</p> <p>Volume, Appearance, Rate/Pace, Pitch/Tone, Posture, Flow, Movement, Gestures, Pauses, Word Emphasis, Facial Expressions, Eye Contact, Articulation, Enthusiasm, Transitions,</p>	<p>Vocabulary:</p> <p>Speech, Essay, Webcasts, Podcasts, Slideshows, Posters, Infographics, Video Presentations</p>

Topic: Unit 4 Informative Engagement with high school

Key Learning:

- Informative presentations and how to get involved within the school to gain skills to enhance personal resumes.

Unit Essential Question(s):

- How do we show an understanding of the structure found in an informative presentation?

Concept: Research of Informative material	Concept: Preparation of Informative material	Concept: Delivery of Informative material
Students will apply research skills to find information to use for their informative presentation	Students will properly prepare their research for their informative presentation.	Students will deliver an informative presentation to apply their skills learned
15.3.12.E, 15.3.12.F, 15.3.12.H, 15.3.12.I, 15.3.12.J, 15.3.12.N, 15.3.12.S,	15.3.12.E, 15.3.12.F, 15.3.12.H, 15.3.12.I, 15.3.12.J, 15.3.12.N, 15.3.12.S,	15.3.12.E, 15.3.12.F, 15.3.12.H, 15.3.12.I, 15.3.12.J, 15.3.12.N, 15.3.12.S,
<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Explain the important elements in an informative presentation. • What sources should be considered for an informative presentation? • Why should I evaluate sources for validity and bias before citing sources? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • How do I create a professional visual aid? • How do I utilize collaboration tools to refine and review a professional visual aid? • Why is it important to practice a presentation before delivering? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • How do I engage my audience to encourage active listening? • Explain the five steps to active listening. • Why is active listening important in collaborating with others?
<p>Vocabulary: Credible Source, Bias, Informative, Persuasive, Demonstrative, Ignite Speech(es),</p>	<p>Vocabulary: Visual Aid, Collaboration, Formatting, Slide Animation, Browser Based, Slidemaster,</p>	<p>Vocabulary: Active Listening, Positive Reinforcement, Summarisation</p>

Topic: Unit 5 Digital Citizenship

Key Learning:

- How to safely use the internet in a professional manner.

Unit Essential Question(s):

- How do we demonstrate an understanding of the importance of digital security and safety?

Concept: Social media safety and professionalism	Concept: Digital relationships, Cyberbullying, Digital reputations, and Digital Privacy	Concept: Information literacy, fake news, and saving good sources
Students will learn how to act and maintain a professional persona when it comes to being online.	Students will understand proper behavior when being on social media.	Students will understand how to recognize fake information and make smart decisions when it comes to finding the correct information.
15.4.12.B.	15.4.12.B.	15.4.12.B.
<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • What are some of the dangers involved with social media? • How can we keep ourselves safe in a social media environment? • How can we manage and minimize the negative impact of our "digital footprint?" 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • How can we use technology and teamwork to help local and global communities? • How do we stand up against bullying and cyberbullying? • What factors create a positive online environment? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Why do I need to respect intellectual property provided for free online? • What are the potential consequences when fake news goes viral? • How can I distinguish between credible sources to verify news stories, photographs and other sources of online information?
<p>Vocabulary:</p> <p>Social Media, Digital Footprint, Block, Privacy, Terms & Conditions</p>	<p>Vocabulary:</p> <p>Cyberbullying, Digital Privacy, Reputation</p>	<p>Vocabulary:</p> <p>Credible, Fake News, Bias, Creative Commons Licensing</p>

Topic: Unit 6 Career Readiness

Key Learning:

- How to properly complete a job application, cover letter and be able to analyze a good and poor resume.

Unit Essential Question(s):

- How do we apply factors and special skills that need to be considered when selecting and preparing for employment or career paths for future success?

Concept: Completing a job search and job application	Concept: Analyzing cover letter and resume examples	Concept: Skills required to prepare for and successfully complete a job interview
Students will research local openings found on the internet and complete a blank job application.	Students will be able to analyze various cover letters and resumes determining their appropriateness/correctness.	Students will research a given company and prepare to ace a mock interview for a local business.
13.2.8 A, 13.2.8 B, 13.2.11	13.2.8 B, 13.2.11	13.2.8 C, 13.2.11
<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Explain the differences between a job and a career. • How are career plans shaped by skills and abilities, as well as job outlook? • How is the workplace affected by forces such as changing technology and the global economy? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Why is having a professional resume important? • How is a job application different from a resume? • What types of information should you include on a resume? 	<p>Lesson Essential Question(s):</p> <ul style="list-style-type: none"> • Why are first impressions important during the job interview process? • How can interview skills help you get the job? • How does your dress impact a recruiter/interviewer’s impressions of you?
<p>Vocabulary: Job application, resume, job search, career, job, workplace, professionalism, job outlook</p>	<p>Vocabulary: Resume, job application, cover letter</p>	<p>Vocabulary: Interview, professional dress, recruiter, first impression.</p>