

Calallen ISD 2025-2026

Syllabus

Campus: Calallen Middle School/Calallen High School

Course and/or Grade Level: Professional Communication - Grades 8 – 12

Course Description: Professional Communication is designed to provide students with basic knowledge of various communication styles and process as well as to allow them to participate effectively in professional and social situations. Assessments are predominately performance based. Skills will be exhibited in the communication process, group discussions, panel discussions, interpersonal communication and presentations using technology. Course is a semester-based course.

Semester 1: August 13 – December 19, 2025

1st Quarter Topics	2nd Quarter Topics
• Basic skills to improve: self-awareness, self-concept, facing stage fright, audience etiquette • Speech Organization Styles • Demonstration speeches • Adapting speeches to specific audience types • Internet/Social Media Safety Project – designed to speak to grades 1 – 8 includes power point presentations • Working with a partner • Group Dynamics Creative work – “Lost at Sea” (project from US Navy)/” Lost on the Moon” (NASA based project) • Impromptu Speaking • Oral presentations/reading styles to grades 3 – 5 • Group Conflicts/resolutions situations at work/school • Ethics on the job as a manager and as an employee • Leadership skills – leader research and informative presentation skills	• Communication Process - basic elements of speech- listening and receiving messages • Ethics • Responsibility, confidence, leadership • Nonverbal Communication/delivery skills • Group Discussion • Business Communication • Job Interviews • Resume Writing • Interviewing others • Social Communication • Researching and organizing speeches • Identify and develop logic and reasoning skills • Use of media and technology in presentations & in society • Different types Speeches- impromptu, informative, persuasive, demonstration • Problem Solving & Conflict Management-Mock Trial/Jury • Career Research

Semester 2: January 5 – May 29, 2026

3 rd Quarter Topics	4 th Quarter Topics
• Basic skills to improve: self-awareness, self-concept, facing stage fright, audience etiquette • Speech Organization Styles • Demonstration speeches • Adapting speeches to specific audience types • Internet/Social Media Safety Project – designed to speak to grades 1 – 8 includes power point presentations • Working with a partner • Group Dynamics Creative work – “Lost at Sea” (project from US Navy)/” Lost on the Moon” (NASA based project) • Impromptu Speaking • Oral presentations/reading styles to grades 3 – 5 • Group Conflicts/resolutions situations at work/school • Ethics on the job as a manager and as an employee • Leadership skills – leader research and informative presentation skills •	• Communication Process - basic elements of speech- listening and receiving messages • Ethics • Responsibility, confidence, leadership • Nonverbal Communication/delivery skills • Group Discussion • Business Communication • Job Interviews • Resume Writing • Interviewing others • Social Communication • Researching and organizing speeches • Identify and develop logic and reasoning skills • Use of media and technology in presentations & in society • Different types Speeches- impromptu, informative, persuasive, demonstration • Problem Solving & Conflict Management-Mock Trial/Jury • Career Research

**Minor adjustment to the schedule may be made based on campus schedules and student needs.*

COURSE GOALS for each semester

1. Improve ability to communicate and be successful in interpersonal situations, group interactions and personal and professional communication
2. Deliver clear verbal messages
3. Choosing effective nonverbal behaviors
4. Be aware of environment and the role it plays in communication.
5. Strengthen student's ethical and safe communication skills
6. Develop strength in group dynamics, develop leadership and motivational skills
7. Improve memorization skills.
8. Strengthen listening skills.
9. Analyze roles that media and technology plays in society.
10. Develop job skills necessary for the business world; apply valid critical thinking and problem-solving processes
11. Career Research!!
12. Utilize audience etiquette skills.