

Communication for Career Readiness
ELA – Course Code: 01156
Scope and Sequence

| Dates | Unit Title | Course Content: Skills and Knowledge | | Major Instructional Activities | Assessment (see syllabus for details) |
|---------------------|--|---|--|---|--|
| | | Academic | Foundations of CTE | | |
| 4 weeks and ongoing | Personal Evaluation and Career Connections | Reading: Determine central ideas Writing: Produce clear and coherent writing. Use evidence to support ideas Conduct short research projects to answer a question. | #CE 1: Identify personal aptitudes, strengths, talents and weaknesses #CE 2: Investigate the knowledge and skills associated with the career clusters | 1. Interest Inventory 2. Personal Skills Inventory: 3. Personality Assessment 4. Career Research Paper | 1. Complete Interest Inventory and determine 2 Career Clusters that reflect student interest. 2. Complete personal skills/aptitudes inventory to compare to job requirements 3. Complete personality assessment for evaluation of traits that fit chosen occupation 4. Research information over a |

Communication for Career Readiness
ELA – Course Code: 01156
Scope and Sequence

| | | | | | |
|----------------------|-----------------|---|---|---|--|
| | | | | 5. Personal Learning Plan (PLP) | <p>chosen career and writing a paper that uses MLA, APA, etc. citations.</p> <p>5. Examine plan and determine continued goals to achieve success</p> |
| One week and Ongoing | Time Management | Writing: Produce clear and coherent writing | #E1: Evaluate positive work behaviors and personal qualities. | <p>1. Prioritize Tasks</p> <p>2. Weekly Planner</p> <p>3. Journal</p> | <p>1. Create a timeline for project completion</p> <p>2. Maintain weekly calendar</p> <p>3. Complete reflections</p> |

Communication for Career Readiness
ELA – Course Code: 01156
Scope and Sequence

| | | | | | |
|---------------------|-----------------------------|--|---|--|--|
| 4 weeks | Technical Writing | Writing: Clear and coherent writing. Follow standard formats. | #LS 2: Demonstrate standards of effective communication. | 1. Job Application 2. Resume 3. Business Letters 4. Scholarship Essay | 1. Complete 3 different types of job applications 2. Complete functional and chronological resumes 3. Create a variety of samples used in the world of work (cover letter, thank you letter, etc.) 4. Explore a variety of scholarship essay requirements and create a personal essay |
| 3 weeks and ongoing | Social and Career Etiquette | Speaking and Listening: Participate in discussions. Present information Writing: Clear and coherent writing. Language: Use wording appropriate to the task. Understand how language functions in different contexts | #E1: Evaluate positive work behaviors and personal qualities. | 1. Nonverbal Communication 2. Interview Process | 1. Identify the role that proxemics and kinesthetics play in nonverbal communication 1. Identify nonverbal communication within different cultures. 2. Interview an individual who holds |

Communication for Career Readiness
ELA – Course Code: 01156
Scope and Sequence

| | | | | | |
|---------------------|--------|--|---|---|--|
| | | | | <p>3.Manners</p> <p>4.Social Media</p> <p>5.Telephone Use</p> | <p>a job in a selected profession</p> <p>2. Conduct a mock job interview</p> <p>2. Write a personal thank you note</p> <p>3. Role play appropriate manners within a given situation</p> <p>4. Identify responsible use of social media</p> <p>4. Evaluate personal use of social media</p> <p>4. Analyze impact of personal use on future career decisions</p> <p>5. Role play telephone etiquette to a job-related situation</p> <p>5. Create a policy for phone use in a job setting</p> |
| 3 weeks and ongoing | Ethics | Language: Determine and clarify the meaning of words Speaking and Listening: Come to discussions | #LS 3: Summarize standards of behaviors in leadership situations #E 2: Demonstrate skills to | 1.Personal Ethics | 1. Define ethics and explain what constitutes “right” and “wrong” |

Communication for Career Readiness
ELA – Course Code: 01156
Scope and Sequence

| | | | | | |
|----------------------------|------------------|---|--|---|--|
| | | <p>prepared and use evidence to support position Writing: Produce clear and coherent writing.</p> | <p>seeking and successfully securing employment.</p> | <p>2.Business Ethics</p> | <p>1.Determine 5 core ethical principles that guide behavior</p> <p>2. Research code of ethics for chosen profession and present findings</p> <p>2. Reflect on how personal ethics relate to business ethics</p> |
| <p>3 weeks and ongoing</p> | <p>Diversity</p> | <p>Reading: Cite relevant textual evidence. Analyze and explain ideas. Writing: Produce clear and coherent writing Speaking: Strategic use of digital media in presentations. Present evidence to support a position. Integrate multiple sources of information.</p> | <p>#LS 4: Understand the importance of diversity and mutual respect.</p> <p>#E 3: Demonstrate effective workplace communication.</p> <p>#E 4: Generalize employer and employee responsibilities toward each other.</p> | <p>1.Demographics of diversity in the workforce</p> | <p>1.Identify the impact of gender, age, race, culture and socioeconomic status within selected career</p> <p>1.Read at least two professional journal articles about the demographics of diversity within a chosen profession and present findings in a multimedia presentation</p> |