

Communication for Career Success
ELA – Course Code: 01157
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 Portfolio: on-going/18 weeks	Workplace Communication Essentials	Writing: Produce clear and coherent writing. Use evidence to support ideas Speaking and Listening: Participate in discussions. Present information	#LS 1: Investigate skills for leadership in the workplace and community. #LS 2: Demonstrate standards of effective communication. #LS 3: Summarize standards of behaviors in leadership situations. #E 3: Demonstrate effective workplace communication. #CE 2: Investigate the knowledge and skills associated with the career clusters. #CE 4: Develop a personal learning plan.	Formal and informal workplace communication products: <ol style="list-style-type: none"> a. Emails b. Memos c. Business letter d. Daily documentation and/or note taking e. Professional presentation f. Digital communication g. Thank you note h. Grant writing or proposal 	Portfolio - Students will create a portfolio to showcase their final products from the major units of study.

2 weeks	Public Communication	<p>Writing: Produce clear and coherent writing. Use evidence to support ideas</p> <p>Speaking and Listening: Participate in discussions. Present information</p> <p>Gather relevant information from multiple print and digital sources.</p> <p>Conduct short research projects to answer a question.</p>	<p>#LS 2: Demonstrate standards of effective communication.</p> <p>#E 3: Demonstrate effective workplace communication.</p> <p>#CE 2: Investigate the knowledge and skills associated with the career clusters.</p>	<ul style="list-style-type: none"> ● Establish parameters for effective public communication, both in and out of the workplace ● Explore the personal use of social media and its connection to the company's image ● Evaluate companies' public communication ● Exemplar public speaking examples 	<p>Public Communication Project - Students will research, evaluate, create, and present effective public communication products.</p>
2 weeks	Professional Networking	<p>Conduct short research projects to answer a question.</p> <p>Speaking and Listening: Participate in discussions. Present information</p>	<p>#LS 2: Demonstrate standards of effective communication.</p> <p>#LS 3: Summarize standards of behaviors in leadership situations</p> <p>#E 2: Demonstrate skills to seeking and successfully securing employment.</p> <p>#E 3: Demonstrate effective workplace communication.</p> <p>#E 4: Generalize employer and employee responsibilities toward each other.</p> <p>#CE 2: Investigate the knowledge and skills</p>	<ul style="list-style-type: none"> ● Read articles to establish the value of a Professional Learning Network ● Bring in guest speaker(s) ● Meet and greet scenarios ● Establish a PLN 	<p>Professional Organization Research - Students will compare and contrast two professional organizations in their selected career field, and present their findings.</p>

			associated with the career clusters.		
2 weeks	Connecting Work & Life	Reading: Determine central ideas Writing: Produce clear and coherent writing. Use evidence to support ideas	#LS 1: Investigate skills for leadership in the workplace and community. #LS 3: Summarize standards of behaviors in leadership situations #E 1: Evaluate positive work behaviors and personal qualities. #CE 3: Explore relevant factors that impact success and satisfaction in careers.	<ul style="list-style-type: none"> • Personality inventory (see what students have previously completed) • Personal reflection on balancing priorities • Research stress in the workplace • Explore stress management techniques 	Work-Life Balance Plan - Students will synthesize the personal and career stress information to create an individualized work-life balance plan for reducing and managing stress.
2 Weeks	Workplace Systems	Produce clear and coherent writing Analyze a complex set of ideas	#LS 1: Investigate skills for leadership in the workplace and community. #LS 2: Demonstrate standards of effective communication.	<ul style="list-style-type: none"> • Review school handbook • Guest speakers • Interview an adult about their workplace system • Write minutes for a meeting • Practice note-taking techniques and purposes 	Field Trip/Guest Speakers - Apply documentation and note taking skills to work world events.

3 weeks	Team Dynamics	<p>Writing: Produce clear and coherent writing. Use evidence to support ideas</p> <p>Listening and Speaking: Present information</p>	<p>#LS 1: Investigate skills for leadership in the workplace and community.</p> <p>#LS 2: Demonstrate standards of effective communication.</p> <p>#LS 3: Summarize standards of behaviors in leadership situations.</p> <p>#LS 4: Understand the importance of diversity and mutual respect.</p> <p>#E 1: Evaluate positive work behaviors and personal qualities.</p> <p>#E 3: Demonstrate effective workplace communication.</p> <p>#E 4: Generalize employer and employee responsibilities toward each other.</p> <p>#CE 1: Identify personal aptitudes, abilities, strengths, talents and weaknesses.</p> <p>#CE 3: Explore relevant factors that impact success and satisfaction in careers.</p>	<ul style="list-style-type: none"> ● Team builders led by students ● Conflict resolution scenarios ● “Broken Squares” activity ● Experience and practice passive vs. active listening 	<p>Team Proposal - Write a formal team proposal and present to an audience.</p>
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On-going (1 per week)	Professional Learning	Conduct short research projects to answer a question.	<p>#LS 2: Demonstrate standards of effective communication.</p> <p>#E 3: Demonstrate effective workplace communication.</p> <p>#CE 2: Investigate the knowledge and skills associated with the career clusters.</p>	<ul style="list-style-type: none"> ● Consult librarian and/or local resources for ongoing professional learning in students' career fields (blogs, journals, TED Talks, etc.) ● Review and practice proper citation (MLA, APA, etc.) ● Review credibility of sources 	<p>Annotated Bibliography - Students will create an annotated bibliography entries for various professional readings.</p>
3 weeks	Cultural Responsiveness	Conduct short research projects to answer a question.	<p>#LS 1: Investigate skills for leadership in the workplace and community.</p> <p>#LS 2: Demonstrate standards of effective communication.</p> <p>#LS 3: Summarize standards of behaviors in leadership situations.</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>	<ul style="list-style-type: none"> ● Practice interview skills ● Research "100 People in the World" ● Activities for building empathy (ex. "Spent") ● Guest speakers ● Personal reflection ● "I Am From" poem 	<p>Humans of [your school, community, future workplace, etc.] - Student will create 2-3 profiles for a collective Humans of [selected community] project.</p>