Proclamation 2020 Correlations to the Texas Essential Knowledge and Skills (TEKS): Student/Teacher Material

Course §119.8.2. Communication Application (Jone-Half Credit) Publisher Profestion Lamming Cooporation Program Title Projects in Professional Communications Program Title (deficitat content) Projects in Professional Communications only) Program Title (deficitat content) Projects in Professional Communication (Sonte Half Credit) Program Title (deficitat content) Projects in Professional Communication (Sonte Half Credit) Program Title (deficitat content) Projects in Professional Communication (Sonte Half Credit) Optional Site (deficitat content) Projects in Contessional Contentication (Sonte Half Credit) Optional Site (deficitat content) Projects in Contessional Contentication (Sonte Half Credit) Optional Communication as Information as Information as Information as Information as Information (Sonte Half Credit) Projects in Content Conte	Subject	Chapter 110. Texas Essential Knowledge and Skills for	English Language Arts and Reading						
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Answer Answer<	(2) For high school students whose first language is not English, the stud (3) Statements that contain the word "including" reference content that m (4) The essential knowledge and skills as well as the student expectation	tal to all other lesering and to all levels of human interaction. For successful grac, develop, and evaluate communication skills needed for professional and renit mather language serves as a boundation for English language acquisition ust be mastered, while inose containing the phrase 'such as' are interfield at a for Communication Applications are described in subsection (b) of this sec	sarticipation in professional and social life, students must develop effective com social success in interpresonal situations, group interactions, and personal and and lenguage beaming. possible illustrative examples.	munication skills. Rapidly expanded of professional presentations.	nding technologies and changin	g social and corporate systems de	emand that students send clear v	vrbal messages, choose effective norverbal behaviors, listen for desired result	s, and apply valid critical-thinking and problem-solving processes.
Name 	(b) Knowledge and Skills.								1
Name Name									
Name Name <t< td=""><td>Knowledge and Skills Statement</td><td>Student Expectation</td><td>Breakout</td><td>Item Type</td><td>Citation Type</td><td>Component ISBN</td><td>Page (s)</td><td>Description of the specific location</td><td>Hyperlink to the location for electronic program</td></t<>	Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic program
Image: space	various communication processes in professional and social contexts.	(A) explain the importance of effective communication skills in professional and social contexts	(i) explain the importance of effective communication skills in professional contexts	Student/Teacher	Narrative	9781682407561 9781531149505	6	Projects in Professional Communications Student Edition: The World of Professional Communications, paragraph 1	Student Book, page(s) 6
And Band Band Band Band Band Band Band Band Band Band Band Band 				Student/Teacher	Activity		30		Student Book, page(s) 30
Normal ControlNorm				Student/Teacher	Narrative	9781682407561	88	Projects in Professional Communications Student Edition: Key Point and	
Image: space						9781682407561		Professional Importance	
Image: section of the secti						9781531149505	174	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 174
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NumberResult of the sector of th									
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Index <th< td=""><td></td><td></td><td></td><td>Student/Teacher</td><td>Activity</td><td>9781531149505</td><td>99</td><td>Projects in Professional Communications Student Edition: Make Connection</td><td>s Student Book, page(s) 99</td></th<>				Student/Teacher	Activity	9781531149505	99	Projects in Professional Communications Student Edition: Make Connection	s Student Book, page(s) 99
Image: Problem intermediate Problem intermediate Problem intermediate Problem intermediate 				Student/Teacher	Narrative	9781682407561	93	Projects in Professional Communications Student Edition: Context	Student Book, page(s) 93
Image: space of the state o				Student/Tensher	Antivity	9781682407561	1.21		
Image: space of the space o					-	9781531149505	131	Projects in Professional Communications Student Edition: Speak Up	Student Boox, page(s) 131
Image: space of the space of									
Inclusion 				Teacher Only	Activity				
Index and set of the sector				Teacher Only Teacher Only					
MathematicationMarked mathematicationMark dematicationMark									
Image: space of the space o	arious communication processes in professional and social contexts.	(B) identify the components of the communication process and their functions	(i) identify the components of the communication process	Student/Teacher	Narrative	9781531149505	91	Communication Process pages 91-94	Student Book, page(s) 91
Image: space				Student/Teacher	Activity		99		s Student Book, page(s) 99
Image: space of the space of				Church of The share		9781682407561	96	3rd bullet Projects in Professional Communications Student Edition: Expanding the	
Image: space s						9781531149505	96	Communication Model	
Image: space s							104	Ideas 3-4	Student Book, page(s) 104
Image: space s				Student/Teacher	None				
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ConsistenceDisplay being accounting booksDisplay being account				Teacher Only Teacher Only					
Image: Constraint of the state of the sta	 Communication process. The student demonstrates knowledge of arious communication processes in professional and social contexts. he student is expected to: 	(B) identify the components of the communication process and their functions	(ii) identify the [components of the communication process's] functions	Student/Teacher	Narrative	9781531149505	91	Communication Process pages 91–94	Student Book, page(s) 91
Image: section of the secting of the secting of th				Student/Teacher	Activity	9781682407561 9781531149505	99	Projects in Professional Communications Student Edition: Make Connection 3rd bullet and Plan	Student Book, page(s) 99
Image: constraint of the state of the st				Student/Teacher	Narrative	9781682407561	96	Projects in Professional Communications Student Edition: Expanding the	Student Book, page(s) 96
Image: section of the section of t						9781682407561	101	Communication Model Projects in Professional Communications Student Edition: Columns 1 and 2	
Image: constraint of the section of the secting section of the section of the s						9781531149505	101		Student Book, page(s) 101
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Suder/Tock/re State/Tock/re Stat	 Communication process. The student demonstrates knowledge of arricus communication processes in professional and social contexts. he student is expected to: 	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	(i) identify standards for making appropriate communication choices for self		Narrative	9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language	e Student Book, page(s) 95.
And Control And Control And Control And Control Contro Contro Control </td <td> Communication process. The student demonstrates browledge of ances communication processes in professional and social contexts. he student is expected to: </td> <td>(C) identify standards for making appropriate communication choices for self, listener, occasion, and task</td> <td>() identify standards for making appropriate communication choices for self</td> <td>Student/Teacher</td> <td></td> <td>9781531149505 9781682407561</td> <td>95 95</td> <td></td> <td></td>	 Communication process. The student demonstrates browledge of ances communication processes in professional and social contexts. he student is expected to: 	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	() identify standards for making appropriate communication choices for self	Student/Teacher		9781531149505 9781682407561	95 95		
Image: Control (Control (Contro)(Control (Control (Control (Control (Control (Control (Control (C	 Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to: 	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	(i) Identify standards for making appropriate communication choices for self.	Student/Teacher	Activity	9781531149505 9781682407561 9781531149505 9781682407561	95 95 90	Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Standards for	Student Book, page(s) 95
Image: Section of the sector of the	 Communication process. The student demonstrates knowledge of arious communication processes in professional and social contexts. The student is expected to: 	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	 (i) identify standards for making appropriate communication choices for self 	Student/Teacher Student/Teacher Student/Teacher	Activity Narrative	9781531149505 9781682407561 9781531149505 9781682407561 9781682407561	95 95 90	Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Standards for Communication Decisions	Student Book, page(s) 95 Student Book, page(s) 90
Eacher Orly Teacher Orly Advity Comparison Comparison <thcomparison< th=""> Comparison Compariso</thcomparison<>	 Communication process. The student demonstrates broatedge of anous communication processes in professional and social contexts. He student is expected to: 	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	 (i) identify standards for making appropriate communication choices for self 	Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Narrative Activity	9781531149505 9781682407561 9781531149505 9781682407561 9781682407561	95 95 90 104	Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Standards for Communication Decisions Projects in Professional Communications Student Edition: Reviewing Key	Student Book, page(s) 95 Student Book, page(s) 90
Teacher Only None Output Image: Control of the state of	I) Communication process. The student demonstrates knowledge of wroax communication processes in professional and social contexts. He student is expected to:	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	 (i) identify standards for making appropriate communication choices for self 	Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Narrative Activity None	9781531149505 9781682407561 9781531149505 9781682407561 9781682407561	95 95 90 104	Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Standards for Communication Decisions Projects in Professional Communications Student Edition: Reviewing Key	Student Book, page(s) 95 Student Book, page(s) 90
) Communication process. The student demonstrates knowledge of arious communication processes in professional and social contexts. He student is expected for:	(C) identify standards for making appropriate communication choices for self. listener, occasion, and task	 (i) identify standards for making appropriate communication choices for self 	Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only	Activity Narrative Activity None Narrative Activity	9781531149505 9781682407561 9781531149505 9781682407561 9781682407561	95 95 90 104	Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Standards for Communication Decisions Projects in Professional Communications Student Edition: Reviewing Key	Student Book, page(s) 95 Student Book, page(s) 90

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
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(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts.	(C) identify standards for making appropriate communication choices for sell, listener, occasion, and task	 (ii) identify standards for making appropriate communication choices for listener 	Student/Teacher	Narrative	9781682407561	05	Projects in Professional Communications Student Edition: Adapting Language	Etudent Reek, energie) 05
The student is expected to:	for self, listener, occasion, and task	for listener	Olderte rederier	Hartane	9781531149505	<u>,</u>	for Audience	Student Boox, pagets 23
			Student/Teacher	Activity	9781682407561	99	Projects in Professional Communications Student Edition: Make Connections	Student Book, page(s) 99
			Student/Teacher	Narrative	9781531149505 9781682407561	428	Projects in Professional Communications Student Edition: Communicating	Student Book, page(s) 428
					9781531149505		with a Variety of Audiences	
			Student/Teacher	Activity	9781531149505	432	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 432
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts.	(C) identify standards for making appropriate communication choices for sell, listener, occasion, and task	(iii) identify standards for making appropriate communication choices for occasion	Student/Teacher	Narrative	9781682407561	95	Projects in Professional Communications Student Edition: Adapting Language	Student Book, page(s) 95
 Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to: 	for self, listener, occasion, and task	for occasion	Olderte rederier	Hartane	9781531149505	,,,	for Situation	Statin Book, page 1733
			Student/Teacher	Activity	9781682407561	95	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 95
			Student/Teacher	Narrative	9781531149505 9781682407561	121	Projects in Professional Communications Student Edition: Appropriateness	Student Book, page(s) 121
					9781531149505 9781682407561	121	for the Situation Projects in Professional Communications Student Edition: Make Connections	
			Student/Teacher	Activity	9781531149505	99	2nd bullet point	Student Book, page(s) 99
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of	(C) identify standards for making appropriate communication choices	(iv) identify standards for making appropriate communication choices	Charles and The states	Manadan	9781682407561	05	Projects in Professional Communications Student Edition: Adapting Language	
various communication processes in professional and social contexts. The student is expected to:	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	(iv) identify standards for making appropriate communication choices for task	Student/Teacher	Narrative	9781531149505	20	for Purpose	Student Book, page(s) 95
			Student/Teacher	Activity	9781682407561	104	Projects in Professional Communications Student Edition: Reviewing key	Student Book, page(s) 104
					9781531149505 9781682407561		Ideas #2 Projects in Professional Communications Student Edition: Appropriateness	
			Student/Teacher	Narrative	9781531149505	121	for the Purpose	Student Book, page(s) 121
			Student/Teacher	Activity	9781682407561 9781531149505	123	Projects in Professional Communications Student Edition: Make Connections 4th bullet point	Student Book, page(s) 123
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of	(D) identify the characteristics of oral language and analyze standards				9781682407561		Projects in Professional Communications Student Edition: Identifying	
various communication processes in professional and social contexts. The student is expected to:	for using informal, standard, and technical language appropriately	(i) identify the characteristics of oral language	Student/Teacher	Narrative	9781531149505	108	Characteristics of Oral Language	Student Book, page(s) 108
					9781682407561		Projects in Professional Communications Student Edition: Reviewing Key	
			Student/Teacher	Activity	9781531149505	128	Ideas 1	Student Book, page(s) 128
			Student/Teacher	Narrative	9781682407561 9781531149505	109	Projects in Professional Communications Student Edition: Characteristics of Language	Student Book, page(s) 109
			Student/Teacher	Activity	9781682407561 9781531149505	112	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 112
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of	(D) identify the characteristics of oral language and analyze standards				9781682407561		Projects in Professional Communications Student Edition: Adapting Language	
various communication processes in professional and social contexts. The student is expected to:	(D) identity the characteristics of oral language and analyze standards for using informal, standard, and technical language appropriately	(ii) analyze standards for using informal language appropriately	Student/Teacher	Narrative	9781531149505	95	for Intent	Student Book, page(s) 95
					9781682407561			
ļ			Student/Teacher	Activity	9781531149505	95	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 95
			Student/Teacher	Narrative	9781682407561 9781531149505	111	Projects in Professional Communications Student Edition: Standard vs Nonstandard English Chart	Student Book, page(s) 111
			Student/Teacher	Activity	9781682407561 9781531149505	115	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 115.
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only Teacher Only	None				
			Teacher Only Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of								
various communication processes in professional and social contexts. The student is expected to:	(D) identify the characteristics of oral language and analyze standards for using informal, standard, and technical language appropriately	(iii) analyze standards for using standard language appropriately	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language for Intent	Student Book, page(s) 95
····· collecter to coperation to-					070160240786*	l		
			Student/Teacher	Activity	9781682407561 9781531149505	112	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 112
			Student/Teacher	Narrative	9781682407561 9781531149505	111	Projects in Professional Communications Student Edition: Standard vs Nonstandard English Chart	Student Book, page(s) 111
			Student/Teacher	Activity	9781682407561 9781531149505	115	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 115
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of								
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(D) identify the characteristics of oral language and analyze standards for using informal, standard, and technical language appropriately	(iv) analyze standards for using technical language appropriately	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language for Intent	Student Book, page(s) 95
i ne student is expected to:	a second se							
			Student/Teacher	Activity	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 95
			Student/Teacher	Narrative	9781682407561 9781531149505	111	Projects in Professional Communications Student Edition: Key Point	Student Book, page(s) 111
			Student/Teacher	Activity	9781531149505 9781682407561 9781531149505	422	Projects in Professional Communications Student Edition: Workplace	Student Book, page(s) 422
				,	9/81531149505	1	Workout	

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Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
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			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(E) identify types of nonverbal communication and their effects	(i) identify types of nonverbal communication	Student/Teacher	Narrative	9781682407561 9781531149505	132	Projects in Professional Communications Student Edition: Types of Nonverbal Communication	Student Book, page(s) 132
			Student/Teacher	Activity	9781682407561	131	Projects in Professional Communications Student Edition: Speak Up	Student Book, page(s) 131
					9781531149505 9781682407561	133	Projects in Professional Communications Student Edition: Opene op Projects in Professional Communications Student Edition: Communicating	
			Student/Teacher	Narrative	9781531149505		with Body Language	Student Book, page(s) 133
			Student/Teacher	Activity	9781682407561 9781531149505	136	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 136
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(E) identify types of nonverbal communication and their effects	(ii) identify [nonverbal communication's] effects	Student/Teacher	Narrative	9781682407561 9781531149505	139	Projects in Professional Communications Student Edition: The Effects of Nonverbal Communication	Student Book, page(s) 139
			Student/Teacher	Activity	9781682407561 9781531149505	141	Projects in Professional Communications Student Edition: Preparing the Project	Student Book, page(s) 141
			Student/Teacher	Narrative	9781682407561 9781531149505	140	Projects in Professional Communications Student Edition: The Message in th Movement	Student Book, page(s) 140
			Student/Teacher	Activity	9781682407561	146	Movement Projects in Professional Communications Student Edition: Reviewing Key	Student Book, page(s) 146
			Student/Teacher	None	9781531149505	140	Ideas #1	Student Book, pagels) 140
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(F) recognize the importance of effective nonverbal strategies such as appearance, a firm handshake, direct eye contact, and appropriate use of space and distance	(i) recognize the importance of effective nonverbal strategies	Student/Teacher	Narrative	9781682407561 9781531149505	133	Projects in Professional Communications Student Edition: Communicating with Body Language	Student Book, page(s) 133
			Student/Teacher	Activity	9781682407561 9781531149505	136	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 136
			Student/Teacher	Narrative	9781682407561 9781531149505	135	Projects in Professional Communications Student Edition: Posture and Stance	Student Book, page(s) 135
			Student/Teacher	Activity	9781682407561 9781531149505	146	Projects in Professional Communications Student Edition: Reviewing Key Ideas 1–2	Student Book, page(s) 146
			Student/Teacher	None	5781331149303		ideas 1-2	
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(G) identify the components of the listening process	(i) identify the components of the listening process	Student/Teacher	None	9781682407561 9781531149505	150	Projects in Professional Communications Student Edition: The Listening Process and its Components	Student Book, page(s) 150
			Student/Teacher	Activity	9781682407561 9781531149505	154	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 154
			Student/Teacher	Narrative	9781682407561	151	Projects in Professional Communications Student Edition: Components of the	Student Book, page(s) 151
					9781531149505 9781682407561		Listening Process Projects in Professional Communications Student Edition: Reviewing Key	
			Student/Teacher	Activity	9781531149505	164	Ideas 2	Student Book, page(s) 164
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(H) identify specific kinds of listening such as critical, deliberative, and empathic	(i) identify specific kinds of listening	Student/Teacher	Narrative	9781682407561 9781531149505	152	Projects in Professional Communications Student Edition: Types of Listening and Key Point	Student Book, page(s) 152
			Student/Teacher	Activity	9781682407561 9781531149505	154	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 154
			Student/Teacher	Narrative	9781682407561 9781531149505	159	Projects in Professional Communications Student Edition: Listening	Student Book, page(s) 159
			Student/Teacher	Activity	9781531149505 9781682407561 9781531149505	165	Strategies last paragraph Projects in Professional Communications Student Edition: Interpreting Tables	Student Book, page(s) 165
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(I) recognize the importance of gathering and using accurate and complete information as a basis for making communication decisions	(i) recognize the importance of gathering accurate information as a basis for making communication decisions	Student/Teacher	Narrative	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Getting the Whole Story and Key Point	Student Book, page(s) 177
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407561 9781531149505	460	Projects in Professional Communications Student Edition: Informational Reports	Student Book, page(s) 460
			Student/Teacher	Activity	9781682407561	197	Projects in Professional Communications Student Edition: Interpreting	Student Book, page(s) 197
			Student/Teacher	None	9781531149505	1	Graphics	
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only Teacher Only	None None				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts.	(I) recognize the importance of gathering and using accurate and complete information as a basis for making communication decisions	 (ii) recognize the importance of using accurate information as a basis for making communication decisions 	Student/Teacher	Narrative	9781682407561	177	Projects in Professional Communications Student Edition: Getting the Whole	Student Book, page(s) 177
The student is expected to:	complete information as a basis for making communication decisions	for making communication decisions	Ciddente redenter	Handare	9781531149505	177	Story and Key Point	Stuten Book, pagets 177
			Student/Teacher	Activity	9781682407561	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781531149505 9781682407561		Projects in Professional Communications Student Edition: Research of Projects in Professional Communications Student Edition: Informational	
					9781682407561 9781531149505	460	Reports	Student Book, page(s) 460
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Interpreting Graphics	Student Book, page(s) 197
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of								
various communication processes in professional and social contexts.	(I) recognize the importance of gathering and using accurate and complete information as a basis for making communication decisions	 (iii) recognize the importance of gathering complete information as a basis for making communication decisions 	Student/Teacher	Narrative	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Getting the Whole Story and Key Point	Student Book, page(s) 177
The student is expected to:							Story and Rey Point	
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407561	460	Projects in Professional Communications Student Edition: Informational	Student Book, page(s) 460
					9781531149505 9781682407561		Reports Projects in Professional Communications Student Edition: Interpreting	
			Student/Teacher	Activity	9781532407351	197	Graphics	Student Book, page(s) 197
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of								
various communication processes in professional and social contexts. The student is expected to:	(I) recognize the importance of gathering and using accurate and complete information as a basis for making communication decisions	 (iv) recognize the importance of using complete information as a basis for making communication decisions 	Student/Teacher	Narrative	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Getting the Whole Story and Key Point	Student Book, page(s) 177
The student is expected to.								
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407561	460	Projects in Professional Communications Student Edition: Informational	Student Book, page(s) 460
			Student/Teacher	Activity	9781531149505 9781682407561	197	Reports Projects in Professional Communications Student Edition: Interpreting	Student Book, page(s) 197
			Student/Teacher	None	9781531149505	197	Graphics	Student Book, page(s) 197
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of	(J) identify and analyze ethical and social responsibilities of				9781682407561		Projects in Professional Communications Student Edition: Ethical and Social	
various communication processes in professional and social contexts. The student is expected to:	communicators	(i) identify ethical responsibilities of communicators	Student/Teacher	Narrative	9781531149505	16	Responsibilities of Communicators, klentify Responsibilities	Student Book, page(s) 16
					9781682407561		Projects in Professional Communications Student Edition: Reviewing Key	
			Student/Teacher	Activity	9781531149505	30	Ideas 3	Student Book, page(s) 30
						17	Projects in Professional Communications Student Edition: Analyze	
			Student/Teacher	Narrative	9781682407561 9781531149505	17	Personsibilities Communication is athical	Student Book, page(s) 17
					9781531149505 9781682407561	31	Responsibilities, Communication is ethical Projects in Professional Communications Student Edition: In the Media 5	
			Student/Teacher	Activity	9781531149505	-	Responsibilities, Communication is ethical Projects in Professional Communications Student Edition: In the Media 5	Student Book, page(s) 17 Student Book, page(s) 31
			Student/Teacher Student/Teacher Teacher Only	Activity None Narrative	9781531149505 9781682407561	-		
			Student/Teacher Student/Teacher	Activity None	9781531149505 9781682407561	-		
			Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only	Activity None Narrative Activity None None	9781531149505 9781682407561	-		
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(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is specied to:	(2) identify and stratyze ethical and social responsibilities of communications	(ii) identify social responsibilities of communicators	Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only	Activity None Narrative Activity None None	9781531149505 9781682407561 9781531149505	-	Projects in Professional Communications Student Edition: In the Media S	Student Book, page(S) 21
various communication processes in professional and social contexts.	(J) identify and analyze ethical and social responsibilities of communicators	(ii) identify social responsibilities of communications	Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher	Activity None Activity Activity None None None Narrative	978153114905 978168207561 978153114905 9781682407561 9781682407561 9781682407561	-	Projects in Professional Communications Student Edition: In the Media 5	Student Book, ageri() 33
various communication processes in professional and social contexts.	(3) identify and analyze efficial and social responsibilities of communicators	(ii) identify social responsibilities of communicators	Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher	Activity None Narative Activity None None None None None	978153114905 978162407561 978153114905 9781682407561 9781682407561 9781682407561 9781682407561	-	Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communications, paragraph 2 Projects in Professional Communications, Student Edition: Reviewing Key Mens 2	Student Book, pageti) 31 Student Book, pageti) 16 Student Book, pagetij 16 Student Book, pagetij 20
various communication processes in professional and social contexts.	(J) identify and analyze efficial and social responsibilities of communicators	(ii) identify social responsibilities of communicators	Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher	Activity None Activity Activity None None None Narrative	978163114905 9781682407561 9781692407561 9781692407561 9781682407561 9781692407561 9781531149905 9781531149905 978153114905	-	Projects in Professional Communications Student Edition: In the Media S	Student Book, page(1) 31
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various communication processes in professional and social contexts. The student is expected to:	communicators		Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Nore Narrative Activity Nore Activity Nore Narrative Activity Narrative Activity Nore Activity Nore Narrative Activity Nore Narrative Activity Nore Activity Nore Narrative Activity Nore Activity Nore Activity Nore Activity Nore Activity Nore Activity Nore Narrative	9781632497561 9781682498 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 97816824 97816824 97816824 97816824 97816824 97816 9781 9781 9781 9781 9781 9781 9781 9781	31 	Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communications Student Edition: Reviewing Key Meng 2 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Student Edition: Analyze Projects in Professional Communications	Student Book, pagetil 31 Student Book, pagetil 36 Student Book, pagetil 36 Student Book, pagetil 32 Student Book, pagetil 32
various communication processes in professional and social contexts. The student is expected to:	communicators		Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Student/Teacher Student Student Student Student Student Student Student	Activity None Narrative Activity None Activity None Narrative Activity Activity Activity Narrative Activity None Narrative Activity None Narrative Activity None Narrative Activity Narrative Narrativ	9781632497561 9781682498 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 978168249 97816824 97816824 97816824 97816824 97816824 97816 9781 9781 9781 9781 9781 9781 9781 9781	31 	Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communications Student Edition: Reviewing Key Meng 2 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Student Edition: Analyze Projects in Professional Communications	Student Book, pageli 31 Student Book, pageli 32 Student Book, pageli 32
various communication processes in professional and social contexts. The student is expected to: (1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	communicators		Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Student/Teacher Student Student	Activity None Narrafice Activity None Narrafice Activity Activity Activity Activity Activity Narrafive Activity None None None None Activity Activity Activity Activity Activity Activity Activity Activity Activity Narrafive Narrafive Activity Activi	9781632197561 9781682407561 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 9781531149055 978153114905 9781531149 9781531149 9781531149 9781531149 9781531149 9781531149 9781531149 9781531149 9781531149 9781531149 9781531149 978153114 97815 97815 97815 97815 97815 97815 97815 97815 97815 97815 97815 978	31 	Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Edition Student Edition: Professional Communications Student Edition: Reviewing Key Heig 2 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Student Edition: Analyze Responsibilitie Projects in Professional Communications Student Edition: Analyze Responsibilitie Projects in Professional Communications Student Edition: Analyze Responsibilitie Projects in Professional Communications Student Edition: Reviewing Key Projects in Professional Communications Student Edition: Reviewing Key Projects in Professional Communications Student Edition: Workplace Workout	Anders Rook, pageti 11 Suders Rook, pageti 12 Suders Rook, pageti 15 Suders Rook, pageti 12
various communication processes in professional and acidal contexts. The student is expected to: (1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	communicators		Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Student/Teacher Student Student	Activity None Narrafice Activity None Narrafice Activity Activity Activity Activity Activity Narrafive Activity None None None None Activity Activity Activity Activity Activity Activity Activity Activity Activity Narrafive Narrafive Activity Activi	9781632497561 978168297561 97816897561 978168297561 978168297561 978168976 978168297561	31 	Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communications Student Edition: Reviewing Key Hen 2 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Student Edition: Workplace Workout Projects in Professional Communications Student Edition: Workplace Workout Projects in Professional Communications Student Edition: Noteplace Workout Projects in Professional Communications Student Edition: Noteplace Workout Projects in Professional Communications Projects Projects in Professional Communications Projects Project	Anders Rook, pageti 11 Suders Rook, pageti 12 Suders Rook, pageti 15 Suders Rook, pageti 12
various communication processes in professional and aocial contexts. The student is expected to:	communicators	(iii) analyze ethical responsibilities of communicators	Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student Student Student Student Student Student S	Activity None Narrative Activity None Activity None Narrative Activity Activity Narrative Activity Narrative Activity None None None None None Activity Activity Narrative None None Narrative None None Narrative None None None None None None None Non	9781632497561 9781682498 9781682497561 9781682498 9781682498 9781682498 9781682498 9781682498 9781682498 9781682498 978168249 978168249 978168249 978168249 978168249 9781682 978168249 9781682 978168249 9781682 9781682 9781682 9781682 9781682 97816 97816 97816 97816 97816 97816 97816 97816 97816 97815 97816 97816 97815 97816 97815 97816 97815 97816 97815 97816 97815 9781 9781 9781 9781 9781 9781 9781 9781	31 	Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communications Student Edition: Reviewing Key Hein 2 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Projects Pro	Student Book, pageli 31 Student Book, pageli 32 Student Book, pageli 36 Student Book, pageli 36 Student Book, pageli 37 Student Book, pageli 37
various communication processes in professional and social contexts. The student is expected to: (1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	communicators	(iii) analyze ethical responsibilities of communicators	Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student Student Student Student Student Student S	Activity None Narrative Activity None Activity None Narrative Activity Activity Narrative Activity Narrative Activity None None None None None Activity Activity Narrative None None Narrative None None Narrative None None None None None None None Non	9781632407561 9781682407561	31 	Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Edition Student Edition: Relieve to the Media 5 Projects in Professional Communications Student Edition: Relieve Mayae Responsibilities Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Student Edition: Workplace Webout Projects in Professional Communications Student Edition: Workplace Projects in Professional Communications Student Edition: Edition: Analyze Responsibilities Projects in Professional Communications Student Edition: Workplace Projects in Professional Communications Student Edition: Infinitian Analyze Responsibilities Projects in Professional Communications Student Edition: Infinitian Analyze Responsibilities Projects in Professional Communications Student Edition: Professional Communications Pro	Student Book, pageli 31 Student Book, pageli 32 Student Book, pageli 36 Student Book, pageli 36 Student Book, pageli 37 Student Book, pageli 37
various communication processes in professional and social contexts. The student is expected to: (1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to: (2) Communication processes in professional and social contexts. The student is expected to:	communicators	(iii) analyze ethical responsibilities of communicators	Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Nore Norre Activity Nore Activity Nore Nore Activity Activity Narrative Activity Nore Nore Nore Nore Nore Activity Nore Activity Nore Activity Nore Nore Nore Nore Nore Nore Nore Nore	9781632497561 9781682498 9781682497561 9781682498 9781682498 9781682498 9781682498 9781682498 9781682498 9781682498 9781682498 978168249 978168249 978168249 978168249 9781682 978168249 9781682 9781682 9781682 9781682 9781682 9781682 9781682 97816 97816 97816 97816 97816 97816 97816 97816 97816 97815 97816 97816 97815 97816 97815 97816 97815 97816 97815 9781 9781 9781 9781 9781 9781 9781 9781	31 	Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communications Student Edition: Reviewing Key Hein 2 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: In the Media 5 Projects in Professional Communications Student Edition: Analyze Responsibilities Projects in Professional Communications Projects Pro	Student Book, page(s) 11 Student Book, page(s) 16 Student Book, page(s) 16 Student Book, page(s) 17 Student Book, page(s) 18 Student Book, page(s) 12

Proclamation 20.	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	A with the s	9781682407561 9781531149505	82	Projects in Professional Communications Student Edition: Workplace	Student Book, page(s) 82
			Student/Teacher	Activity	9781531149505	82	Workout	Student Book, page(s) 82
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(K) recognize and analyze appropriate channels of communication in organizations	(i) recognize appropriate channels of communication in organizations	Student/Teacher	Narrative	9781682407561 9781531149505	94	Projects in Professional Communications Student Edition: Channel	Student Book, page(s) 94
			Student/Teacher	Activity	9781682407561 9781531149505	170	Projects in Professional Communications Student Edition: Chapter Project,	Student Book, page(s) 170
			Student/Teacher	Narrative	9781531149505 9781682407561 9781531149505	177	completed on pages 191-193 Projects in Professional Communications Student Edition: Using Appropriate	Student Book, page(s) 177
			Student/Teacher		9781531149505 9781682407561		Channels	
				Activity	9781531149505	180	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 180
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(K) recognize and analyze appropriate channels of communication in organizations	(ii) analyze appropriate channels of communication in organizations	Student/Teacher	Narrative	9781682407561 9781531149505	94	Projects in Professional Communications Student Edition: Channel	Student Book, page(s) 94
			Student/Teacher	Activity	9781682407561	180	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 180
					9781531149505		Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Analyze	
			Student/Teacher	Narrative	9781682407561 9781531149505	178	Appropriate Channels	Student Book, page(s) 178
			Student/Teacher	Activity	9781682407561 9781531149505	196	Projects in Professional Communications Student Edition: Extending Your Understanding 2	Student Book, page(s) 196
			Student/Teacher	None	7101551147505		Childer Mandhing 2	
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(i) identify types of professional relationships	Student/Teacher	Narrative	9781682407578 9781531149321	H.1.a	Teacher ToolKit: Professional and Social Relationships	Teacher ToolKit, page(s) H.1.a
			Student/Teacher	Activity	9781682407578 9781531149321	H1.b	Teacher ToolKit: Professional and Social Relationships Activity Sheet	Teacher ToolKit, page(s) H.1.b
			Student/Teacher	Narrative	9781682407561	178	Projects in Professional Communications Student Edition: paragraphs 1-4	Student Book, page(s) 178
					9781531149505 9781682407561		Projects in Professional Communications Student Edition: Extending Your	
			Student/Teacher	Activity	9781531149505	196	Understanding, 2-3	Student Book, page(s) 196
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(ii) identify types of social relationships	Student/Teacher	Narrative	9781682407578 9781531149321	H.La	Teacher ToolKit: Professional and Social Relationships	Teacher ToolKit, page(s) H.1.a
			Student/Teacher	Activity	9781682407578 9781531149321	H1.b	Teacher ToolKit: Professional and Social Relationships Activity Sheet	Teacher ToolKit, page(s) H.1.b
			Student/Teacher	Narrative	9781682407561	172	Projects in Professional Communications Student Edition: Interpersonal	Student Book, page(s) 172
					9781531149505		Relationships	
			Student/Teacher	Activity	9781682407561 9781531149505	171	Projects in Professional Communications Student Edition: Speak Up	Student Book, page(s) 171
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iii) identify [professional relationships'] importance	Student/Teacher	Narrative	9781682407578 9781531149321	H.l.a	Teacher ToolKit: Professional and Social Relationships	Teacher ToolKit, page(s) H.1.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.1.b	Teacher ToolKit: Professional and Social Relationships Activity Sheet	Teacher ToolKit, page(s) H.1.b
			Student/Teacher	Narrative	9781531149321 9781682407561 9781531149505	173	Projects in Professional Communications Student Edition: Expectations in	Student Book, page(s) 173
			Student/Teacher	Activity	9781682407561	183	Interpersonal social situations chart Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
				rectivity	9781531149505		rojects of Professional Communications Student Edition: Project Prep	
				None				Student Book, page(s) 183
			Student/Teacher Teacher Only	None Narrative				Student Book, page(s) 183
			Student/Teacher Teacher Only Teacher Only	Narrative Activity				Student Book, pagelsi 183
			Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only	Narrative Activity None None				Shufent Book, pagelsi 182
			Student/Teacher Teacher Only Teacher Only Teacher Only	Narrative Activity None				Shiden Book, pagen 183
(2) Interpensional: The student uses appropriate interpensional communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships] importance	Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only	Narrative Activity None None	9781682407578 9781531149321	Hla	Teacher ToolKit: Professional and Social Relationships	Enderl Book. pageti 183
communication strategies in professional and social contexts. The	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships] importance	Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only	Narrative Activity None None None	9781531149321 9781682407578	H.1.5	Teacher ToolKit: Professional and Social Relationships	Tacher Toolifi, pageld H La
communication strategies in professional and social contexts. The	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships1] importance	Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher	Narrative Activity None None Narrative Activity	9781531149321 9781682407578 9781531149321 9781682407561	H.1.b	Teacher ToolKit: Professional and Social Relationships Activity Sheet	Teacher Toolfii, pagetij H.I.a Teacher Toolfii, pagetij H.I.a
communication strategies in professional and social contexts. The	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships] importance	Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher	Narrative Activity None None None Narrative Activity Narrative Narrative	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505	н.1.ь	Teacher ToolKii: Professional and Social Relationships Activity Sheet Projects in Professional Communications Student Edition: Chart	Teacher Toothi, aggriù H La Teacher Toothi, aggriù H La Teacher Toothi, aggriù H Lb Shufent Book, aggriù 172
communication strategies in professional and social contexts. The	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships] importance	Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Narrative Activity None None Narrative Activity Activity Activity	9781531149321 9781682407578 9781531149321 9781682407561	H.1.b	Teacher ToolKit: Professional and Social Relationships Activity Sheet	Teacher Toolfii, pagetij H.I.a Teacher Toolfii, pagetij H.I.a
communication strategies in professional and social contexts. The	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships1] importance	Studen/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Narrative Aditivy None None None Activity Activity Activity Narrative Activity None None	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505	н.1.ь	Teacher ToolKii: Professional and Social Relationships Activity Sheet Projects in Professional Communications Student Edition: Chart	Teacher Toothil, pagrid H 1 a Teacher Toothil, pagrid H 1 b Stadent Book, pagrid 172
communication strategies in professional and social contexts. The	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships] importance	Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Narrative Additivy None None None Additivy Activity Activity Activity Narrative Activity None Narrative Activity	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505	н.1.ь	Teacher ToolKii: Professional and Social Relationships Activity Sheet Projects in Professional Communications Student Edition: Chart	Teacher Toothil, pagrid H 1 a Teacher Toothil, pagrid H 1 b Teacher Toothil, pagrid H 1 b Shufent Book, pagrid H 22
communication strategies in professional and social contexts. The	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships] importance	Student/Teacher Teacher Orly Teacher Orly Teacher Orly Teacher Orly Teacher Orly Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Narrative Activity None None None Activity Activity Activity Narrative Narrative Narrative	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505	н.1.ь	Teacher ToolKii: Professional and Social Relationships Activity Sheet Projects in Professional Communications Student Edition: Chart	Teacher Toothi, pagrid H.L.a Teacher Toothi, pagrid H.L.b Shufent Book, pagrid 122

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(2) Interpersonal. The student uses appropriate interpersonal								
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(v) identify the purposes [professional relationships] serve	Student/Teacher	Narrative	9781682407578 9781531149321	H.1.a	Teacher ToolKit: Professional and Social Relationships	Teacher ToolKit, page(s) H.1.a
student is expected to:								
			Student/Teacher	Activity	9781682407578 9781531149321	H.1.b	Teacher ToolKit: Professional and Social Relationships Activity Sheet	Teacher ToolKit, page(s) H.1.b
			Student/Teacher	Narrative	9781682407561 9781531149505	173	Projects in Professional Communications Student Edition: Expectations in Interpersonal social situations chart	Student Book, page(s) 173
			Student/Teacher	Activity	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 182
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None None				
(2) Interpersonal. The student uses appropriate interpersonal	(A) identify types of professional and social relationships, their				9781682407578			
communication strategies in professional and social contexts. The student is expected to:	importance, and the purposes they serve	(vi) identify the purposes [social relationships] serve	Student/Teacher	Narrative	9781531149321	H.1.a	Teacher ToolKit: Professional and Social Relationships	Teacher ToolKit, page(s) H.1.a
					9781682407578			
			Student/Teacher	Activity	9781531149321	H.1.b	Teacher ToolKit: Professional and Social Relationships Activity Sheet	Teacher ToolKit, page(s) H.1.b
			Student/Teacher	Narrative	9781682407561 9781531149505	172	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 172
			Student/Teacher Student/Teacher	None		1		
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(B) employ appropriate verbal, nonverbal, and listening skills to enhance interpersonal relationships	(i) employ appropriate verbal skills to enhance interpersonal	Student/Teacher	Narrative	9781682407561 9781531149505	174	Projects in Professional Communications Student Edition: Use Effective	Student Book, page(s) 174
student is expected to:	enhance interpersonal relationships	relationships			9781531149505		Communucations Skills, cont'd through p.177	
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561	183	Projects in Professional Communications Student Edition: Conversations	Student Book, page(s) 183
			Student/Teacher	Activity	9781531149505 9781682407561	183	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
			Student/Teacher	None	9781531149505	185	Projects in Professional Communications Student Edution. Project Prep	Student BODK, page(5) 185
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(B) employ appropriate verbal, nonverbal, and listening skills to enhance interpersonal relationships	(ii) employ appropriate nonverbal skills to enhance interpersonal	Student/Teacher	Narrative	9781682407561 9781531149505	133	Projects in Professional Communications Student Edition: Communicating	Student Book, page(s) 133
student is expected to:	ennance merpersonal relationships	relationships			9781531149505		with Body Language cont'd to p.136	
			Student/Teacher	Activity	9781682407561 9781531149505	136	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 136
			Student/Teacher	Narrative	9781682407561	177	Projects in Professional Communications Student Edition: Monitor Body	Student Book, page(s) 177
			Student/Teacher	Activity	9781531149505 9781682407561	147	Language Projects in Professional Communications Student Edition: Extending Your	Student Book, page(s) 147
			Student/Teacher	None	9781531149505	14/	Understanding 3	Student Book, page(5) 147
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The	(B) employ appropriate verbal, nonverbal, and listening skills to	(iii) employ appropriate listening skills to enhance interpersonal	Student/Teacher	Narrative	9781682407561	152	Projects in Professional Communications Student Edition: Types of Listening	Student Book, page(s) 152
(2) interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	enhance interpersonal relationships	relationships			9781531149505		contd to p.154	
			Student/Teacher	Activity	9781682407561 9781531149505	150	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 150
			Student/Teacher	Narrative	9781682407561 9781531149505	155	Projects in Professional Communications Student Edition: Overcoming	Student Book, page(s) 155
					9781682407561		Listening Barriers cont'd to p.158 Projects in Professional Communications Student Edition: Extending Your	
			Student/Teacher Student/Teacher	Activity None	9781531149505	164	Understanding 1-3	Student Book, page(s) 164
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The	(C) use communication management skills to develop appropriate	(i) use communication management skills to develop appropriate	Student/Teacher	Narrative	9781682407561	175	Projects in Professional Communications Student Edition: Be Assertive	Student Book, page(s) 175
student is expected to:	assertiveness, tact, and courtesy	assertiveness			9781531149505		State and a state of the state	
			Student/Teacher	Activity	9781682407561	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781531149505 9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Making Requests	Student Book, page(s) 182
			Student/Teacher	None	9781531149505	* 04	sojeco in Froressional Communications Student Edition: Making Requests	Zinnern sodilt, frägtigt 102.
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal					9781682407561			
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(C) use communication management skills to develop appropriate assertiveness, tact, and courtesy	(ii) use communication management skills to develop appropriate tact	Student/Teacher	Narrative	9781682407561 9781531149505	175	Projects in Professional Communications Student Edition: Use Tact	Student Book, page(s) 175
			Student/Teacher	Activity	9781682407561	183	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
			Student/Teacher	Narrative	9781531149505 9781682407561	183	Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: 2 Tact	Student Book, page(s) 183
					9781531149505 9781682407561			
			Student/Teacher	Activity	9781531149505	220	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 220
			Student/Teacher Teacher Only	None Narrative				
				1000.00				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(C) use communication management skills to develop appropriate assertiveness, tact, and courtesy	(iii) use communication management skills to develop appropriate courtesy	Student/Teacher	Narrative	9781682407561 9781531149505	175	Projects in Professional Communications Student Edition: Be Courteous	Student Book, page(s) 175
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: 3 Courtesy	Student Book, page(s) 183
			Student/Teacher	Activity	9781682407561 9781531149505	220	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 220
			Student/Teacher	None	7101531149505			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only Teacher Only	None None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(D) use professional eliquette and protocol in situations such as making introductions, speaking on the telephone, and offering and receiving criticism	(i) use professional etiquette in situations	Student/Teacher	Narrative	9781682407561 9781531149505	180	Projects in Professional Communications Student Edition: Observing Professional Etiquette	Student Book, page(s) 180
			Student/Teacher	Activity	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 182
			Student/Teacher	Narrative	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: Conversations	Student Book, page(s) 183
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: In the Media 5	Student Book, page(s) 197
			Student/Teacher	None	7/81031149005			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(D) use professional eliquette and protocol in situations such as making introductions, speaking on the telephone, and offering and receiving criticism	(ii) use professional protocol in situations	Student/Teacher	Narrative	9781682407561 9781531149505	175	Projects in Professional Communications Student Edition: first complete paragraph	Student Book, page(s) 175
			Student/Teacher	Activity	9781682407561	180	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 180
			Student/Teacher	Narrative	9781531149505 9781682407561	180	Projects in Professional Communications Student Edition: Observing	Student Book, page(s) 180
							Professional Etiquette	
			Student/Teacher	Activity	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(i) send clear requests	Student/Teacher	Narrative	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Making Requests and Key Point	Student Book, page(s) 182
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407578 9781531149321	H.4.a	Teacher ToolKit: Sending Clear and Appropriate Requests	Teacher ToolKit, page(s) H.4.a
			Student/Teacher	Activity	9781682407578	H4.b	Teacher ToolKit: Sending Clear and Appropriate Requests Activity Sheet	Teacher ToolKit, page(s) H.4.b
			Student/Teacher	None	9781531149321			
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
			Teacher Only	NUTE	1			
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(ii) send appropriate requests	Student/Teacher	Narrative	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Making Requests	Student Book, page(s) 182
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407578 9781531149321	H.4.a	Teacher ToolKit: Sending Clear and Appropriate Requests	Teacher ToolKit, page(s) H.4.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.4.b	Teacher ToolKit: Sending Clear and Appropriate Requests Activity Sheet	Teacher ToolKit, page(s) H.4.b
			Student/Teacher	None	70053147323			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(iii) provide clear directions	Student/Teacher	Narrative	9781682407578 9781531149321	Н3.а	Teacher ToolKit: Giving Directions	Teacher ToolKit, page(s) H.3.a
			Student/Teacher	Activity	9781682407561 9781531149505	H.3.b	Projects in Professional Communications Student Edition: Teacher ToolKit: Giving Directions Activity Sheet	Student Book, page(s) H.3.b
			Student/Teacher	Narrative	9781682407561 9781531149505	458-459	Projects in Professional Communications Student Edition: 2nd col continuing to next page	Student Book, page(s) 458-459
			Student/Teacher	Activity	9781682407561 9781531149505	459	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 459
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(iv) provide accurate directions	Student/Teacher	Narrative	9781682407561 9781531149505	Н.З.а	Projects in Professional Communications Student Edition: Teacher ToolKit: Giving Directions	Student Book, page(s) H 3.a.
			Student/Teacher	Activity	9781682407561 9781531149505	Н.3.Ь	Projects in Professional Communications Student Edition: Teacher ToolKit: Giving Directions Activity Sheet	Student Book, page(s) H.3.b
					1221231147203	1	Conving Directions Activity Sneet	1

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Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
						5.()		
			Student/Teacher	Narrative	9781682407561	458-459	Projects in Professional Communications Student Edition: 2nd col continuing	
					9781531149505 9781682407561		to next page	Student Book, page(s) 458-459
			Student/Teacher	Activity	9781531149505	459	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 459
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(v) ask appropriate questions	Student/Teacher	Narrative	9781682407561 9781531149505	246	Projects in Professional Communications Student Edition: Asking Questions	Student Book, page(s) 246
			Student/Teacher	Activity	9781682407561 9781531149505	245	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 245
			Student/Teacher	Narrative	9781682407561	247	Projects in Professional Communications Student Edition: Productive Kinds	Student Book, page(s) 247
					9781531149505 9781682407561		of Questions	
			Student/Teacher	Activity	9781531149505	247	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 247
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(vi) ask purposeful questions	Student/Teacher	Narrative	9781682407561 9781531149505	246	Projects in Professional Communications Student Edition: Asking Questions	Student Book, page(s) 246
			Student/Teacher	Activity	9781682407561 9781531149505	245	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 245
			Student/Teacher	Narrative	9781682407561	247	Projects in Professional Communications Student Edition: Productive Kinds	Student Book, page(s) 247
					9781531149505 9781682407561 9781531149505		of Questions	
			Student/Teacher Student/Teacher	Activity None	9781531149505	247	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 247
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(vii) respond appropriately to the requests of others	Student/Teacher	Narrative	9781682407578 9781531149321	Н.5.а	Teacher ToolKit: Responding to Requests and Directions	Texcher ToolKit, page(s) H.S.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.5.b	Teacher ToolKit: Responding to Requests and Directions Activity Sheet	Teacher ToolKit, page(s) H.5.b
			Student/Teacher	Narrative	9781682407561	150	Projects in Professional Communications Student Edition: Listening Versus	Student Book, page(s) 150
					9781531149505 9781682407561		Hearing	
			Student/Teacher Student/Teacher	Activity	9781531149505	154	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 154.
			Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal								
communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(viii) respond appropriately to the directions of others	Student/Teacher	Narrative	9781682407578 9781531149321	H.5.a	Teacher ToolKit: Responding to Requests and Directions	Teacher ToolKit, page(s) H 5.a
communication strategies in professional and social contexts. The	directions, ask appropriate and purposeful questions, and respond	(viii) respond appropriately to the directions of others	Student/Teacher Student/Teacher	Narrative	9781531149321 9781682407578	H.5.a H.5.b	Teacher ToolKit: Responding to Requests and Directions Teacher ToolKit: Responding to Requests and Directions Activity Sheet	Teacher ToolKit, page(s) H.S.a Teacher ToolKit, page(s) H.S.b
communication strategies in professional and social contexts. The	directions, ask appropriate and purposeful questions, and respond	(viii) respond appropriately to the directions of others	Student/Teacher		9781531149321 9781682407578 9781531149321 9781682407561			Teacher ToolKit, page(s) H.S.b
communication strategies in professional and social contexts. The	directions, ask appropriate and purposeful questions, and respond	(viii) respond appropriately to the directions of others	Student/Teacher Student/Teacher	Activity Narrative	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505 9781682407561	H.5.b 150	Teacher ToolKii: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Hearing	Teacher ToolKit, page(s) H 5 b Student Book , page(s) 150
communication strategies in professional and social contexts. The	directions, ask appropriate and purposeful questions, and respond	(viii) respond appropriately to the directions of others	Student/Teacher Student/Teacher Student/Teacher	Activity Narrative Activity	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505	H.5.b	Teacher ToolKit: Responding to Requests and Directions Activity Sheet	Teacher ToolKit, page(s) H.S.b
communication strategies in professional and social contexts. The	directions, ask appropriate and purposeful questions, and respond	(viii) respond appropriately to the directions of others	Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only	Activity Narrative Activity None Narrative	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505 9781682407561	H.5.b 150	Teacher ToolKii: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Hearing	Teacher ToolKit, page(s) H 5 b Student Book , page(s) 150
communication strategies in professional and social contexts. The	directions, ask appropriate and purposeful questions, and respond	(viii) respond appropriately to the directions of others	Studeni/Teacher Studeni/Teacher Studeni/Teacher Studen/Teacher Teacher Only Teacher Only	Activity Narrative Activity None Narrative Activity	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505 9781682407561	H.5.b 150	Teacher ToolKii: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Hearing	Teacher ToolKit, page(s) H 5 b Student Book , page(s) 150
communication strategies in professional and social contexts. The	directions, ask appropriate and purposeful questions, and respond	(viii) respond appropriately to the directions of others	Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only	Activity Narrative Activity None Narrative	9781531149321 9781682407578 9781531149321 9781682407561 9781531149505 9781682407561	H.5.b 150	Teacher ToolKii: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Hearing	Teacher ToolKit, page(s) H 5 b Student Book , page(s) 150
communication strategies in professional and social contexts. The	directions, ask appropriate and purposeful questions, and respond	(viii) respond appropriately to the directions of others	Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only	Activity Narrative Activity None Activity None	9781531149221 9781682497578 9781682497578 9781632149221 9781682497561 9781682497561 9781682497561 9781682497561 9781682497561 9781682497561 9781682497561	H.5.b 150	Teacher ToolKii: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Hearing	Teacher ToolKit, page(s) H 5 b Student Book , page(s) 150
communication strategies in professional and social contexts. The student is expected to: (2) Interpressonal: The student uses appropriate interpressonal communication strategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only	Activity Narrative Activity None Narrative Activity None None None	979153114921 9791652497578 9791653149231 9791653149231 9791652497561 9791652497561 9791652497561 9791653149665 9791653149665	H.5.b 150	Teacher ToolKir. Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Bearing Projects in Professional Communications Student Edition: Project Prep	Teacher TopKR, pagetà H.S.b Student Book, pagetà H.S.b Student Book, pagetà 150 Student Book, pagetà 154
communication strategies in professional and social contexts. The student is expected to: (2) Interpressonal: The student uses appropriate interpressonal communication strategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher	Activity Narrative None Narrative Narrative None None Narrative Activity	979153114921 9791652497578 9791653149231 9791653149231 9791652497561 9791652497561 9791652497561 9791653149665 9791653149665	H5.5 150 154 220 220	Teacher ToolKit: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Estiming Versus Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Project Prep	Teacher Toolfs, pageld H.S.b. Student Book, pageld 150 Student Book, pageld 150 Student Book, pageld 250 Student Book, pageld 250 Student Book, pageld 250
communication strategies in professional and social contexts. The student is expected to: (2) interpretational. The student uses appropriate interpretational communication strategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Studen/Teacher Studen/Teacher Studen/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Studen/Teacher Studen/Teacher	Activity Narrative Activity None Narrative None Narrative None None None None None None None Non	9791531149021 9791602497578 9791632149021 9791632402561 9791632497561 9791632497561 9791632407561 9791632407561 9791632407561 9791652407561	H.5.b 150 154 220 220 240	Teacher ToolKi: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Rearing Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: What Questions Will Interviewers AcA AcA Chat	Teacher Top159, page10 150 Student Book, page10 150 Student Book, page10 150 Student Book, page10 154 Student Book, page10 250 Student Book, page10 250 Student Book, page10 250
communication strategies in professional and social contexts. The student is expected to: (2) Interpressonal: The student uses appropriate interpressonal communication strategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Studen/Teacher Studen/Teacher Studen/Teacher Studen/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Studen/Teacher Studen/Teacher Studen/Teacher Studen/Teacher	Activity Narrative Activity None None None None Narrative Activity Narrative Activity Narrative Activity	9791531149231 9791531149231 9791531149231 979153114923 979153114923 979153114926 979153114926 97911652407561 97911652407561 97911652407561 9791531149565 9791531149565 9791531149565 979153114955 979153114955 979153114955 979153114955 979153114955 9791531495 9791531495 9791531495 979153149 979153149 979153149 979153149 97915319 9791531 97915 9791 9791	H5.5 150 154 220 220	Teacher ToolKit: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Estiming Versus Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Project Prep	Teacher Toolfs, pageld H.S.b. Student Book, pageld 150 Student Book, pageld 150 Student Book, pageld 250 Student Book, pageld 250 Student Book, pageld 250
communication strategies in professional and social contexts. The student is expected to: (2) Interpressonal: The student uses appropriate interpressonal communication strategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Narrative Activity None Narrative Activity None Narrative Activity Narrative Activity Narrative Activity Narrative Activity	979153114921 9791652497578 979165249231 979165249756 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561	H.5.b 150 154 220 220 240	Teacher ToolKi: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Rearing Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: What Questions Will Interviewers AcA AcA Chat	Teacher Top159, page10 150 Student Book, page10 150 Student Book, page10 150 Student Book, page10 154 Student Book, page10 250 Student Book, page10 250 Student Book, page10 250
communication strategies in professional and social contexts. The student is expected to: (2) interpretational. The student uses appropriate interpretational communication strategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Student/Teacher Student/Teacher Student/Teacher Teacher Coly Teacher Coly Teacher Coly Teacher Coly Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Narrative Activity None Narrative None Narrative Narrative Activity Activity Activity Narrative Activity Narrative Activity Narrative Activity Narrative Activity Narrative Activity Narrative Activity	979153114921 9791652497578 979165249231 979165249756 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561	H.5.b 150 154 220 220 240	Teacher ToolKi: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Rearing Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: What Questions Will Interviewers AcA AcA Chat	Teacher Top159, page10 150 Student Book, page10 150 Student Book, page10 150 Student Book, page10 154 Student Book, page10 250 Student Book, page10 250 Student Book, page10 250
communication strategies in professional and social contexts. The student is expected to: (2) herepersonal. The student uses appropriate interpersonal (2) herepersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Narrative Activity None Activity None None None None None None None None	979153114921 9791652497578 979165249231 979165249756 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561	H.5.b 150 154 220 220 240	Teacher ToolKi: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Rearing Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: What Questions Will Interviewers AcA AcA Chat	Teacher Top159, page10 150 Student Book, page10 150 Student Book, page10 150 Student Book, page10 154 Student Book, page10 250 Student Book, page10 250 Student Book, page10 250
communication atrategies in professional and social contexts. The student is expected to: (2) Interpretational. The student uses appropriate interpretational communication atrategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Student/Teacher Student/Teacher Student/Teacher Teacher Coly Teacher Coly Teacher Coly Teacher Coly Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Narrative Activity None Narrative None Narrative Narrative Activity Activity Activity Narrative Activity Narrative Activity Narrative Activity Narrative Activity Narrative Activity	979153114921 9791652497578 979165249231 979165249756 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561	H.5.b 150 154 220 220 240	Teacher ToolKi: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Rearing Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: What Questions Will Interviewers AcA AcA Chat	Teacher Top159, page10 150 Student Book, page10 150 Student Book, page10 150 Student Book, page10 154 Student Book, page10 250 Student Book, page10 250 Student Book, page10 250
communication strategies in professional and social contexts. The student is expected to: (2) interpretational. The student uses appropriate interpretational communication strategies in professional and social contexts. The	directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond		Student/Teacher Student/Teacher Student/Teacher Teacher Coly Teacher Coly Teacher Coly Teacher Coly Teacher Coly Student/Teacher Student/Teach	Activity Narrative Activity None Activity None None None None None None None None	979153114921 9791652497578 979165249231 979165249756 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561 9791652497561	H.5.b 150 154 220 220 240	Teacher ToolKi: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Rearing Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: What Questions Will Interviewers AcA AcA Chat	Teacher Top159, page10 150 Student Book, page10 150 Student Book, page10 150 Student Book, page10 154 Student Book, page10 250 Student Book, page10 250 Student Book, page10 250
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communication atrategies in professional and social contexts. The student is expected to: (2) betypersonal. The student uses appropriate interpresonal communication atrategies in professional and social contexts. The student is expected to:	directions, ask appropriate englests, directions, and questions of others appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others	(ix) respond appropriately to the questions of others	Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Coly Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Coly Teacher Coly Teacher Coly Teacher Coly Teacher Coly Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher	Activity Activity Activity Activity None None None None Activity Activity Activity Activity Activity Activity Activity Activity None Activity None None None None None None None None	9781531149221 978165207578 978165207578 9781652149231 9781652149261 9781652149261 9781652149261 978165247561	H5.b 150 154 25 220 245 183 183	Teacher ToolKit: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listining Versus Bearing Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Activity Sheet Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Conversations Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Project Prop	Teacher Toolfe, pageid 115.0 Student Book, pageid 150 Student Book, pageid 150 Student Book, pageid 150 Student Book, pageid 150 Student Book, pageid 220 Student Book, pageid 220 Student Book, pageid 250 Student Book, pageid 250 Student Book, pageid 260 Student Book, pageid 280 Student Book, pageid 183 Student Book, pageid 183
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communication strategies in professional and social contexts. The student is expected to: (2) http://www.context.action.cont	directions, ask appropriate englests, directions, and questions of others appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others	(ix) respond appropriately to the questions of others	Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Activity Activity None Activity None Activity None Nore Nore Narrative Activity Activity Activity Activity Activity Narrative Activity Nore Nore Nore Nore Nore Nore Nore Narrative Activity Nore Nore Narrative Activity Nore Narrative Activity Narrative Activity Narrative Activity Narrative Activity Narrative Activity	9781531149221 978165207578 978165207578 9781652149231 9781652149261 9781652149261 9781652149261 978165247561	H5.b 150 154 25 220 245 183 183	Teacher ToolKit: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listining Versus Bearing Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Activity Sheet Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Conversations Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Project Prop Projects in Professional Communications Student Edition: Project Prop	Teacher Toolfe, pageid 115.0 Student Book, pageid 150 Student Book, pageid 150 Student Book, pageid 150 Student Book, pageid 150 Student Book, pageid 220 Student Book, pageid 220 Student Book, pageid 250 Student Book, pageid 250 Student Book, pageid 260 Student Book, pageid 280 Student Book, pageid 183 Student Book, pageid 183
communication atrategies in professional and social contexts. The student is expected to: (2) betypersonal. The student uses appropriate interpresonal communication atrategies in professional and social contexts. The student is expected to:	directions, ask appropriate englests, directions, and questions of others appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others	(ix) respond appropriately to the questions of others	Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Activity Activity Activity Nore Activity Nore Nore Nore Nore Activity Activity Nore Activity Nore Nore Nore Activity Nore Nore Nore Nore Activity Nore Nore Nore Nore Nore Nore Nore Nore	979153114921 9791652497578 9791652497578 9791652497561 9791654	N5.b 150 154 154 220 220 240 245 245 183 183 294	Teacher ToolKit: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Projects in Professional Communications Student Edition: Project Pep Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Pep Projects in Professional Communications Student Edition: Project Pep Projects in Professional Communications Student Edition: Project Pep Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Conversations Projects in Professional Communications Student Edition: Project Prep Projects in Professional Com	Textner Toolf8, pagetá H.S.D. Sadem Book, pagetá H.S.D. Sudem Book, pagetá H.S.D. Sudem Book, pagetá J.S.D. Sudem Book, pagetá J.S.D. Sudem Book, pagetá J.20. Sudem Book, pagetá J.21. Sudem Book, pagetá J.22.
communication strategies in professional and social contexts. The student is expected to: (2) http://www.context.action.cont	directions, ask appropriate englests, directions, and questions of others appropriately to the requests, directions, and questions of others (E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposed questions, and respond appropriately to the requests, directions, and questions of others	(ix) respond appropriately to the questions of others	Student/Teacher Student/Teacher Student/Teacher Student/Teacher Student/Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher	Activity Activity Activity Nore Activity Nore Activity Nore Nore Nore Activity Activity Activity Nore Activity Nore Activity Nore Activity Nore Nore Nore Nore Nore Nore Nore Nore	979153114921 9791652497578 9791652497578 9791652497561 9791654	N.5.b 150 154 154 220 220 240 245 245 183 183 294	Teacher ToolKit: Responding to Requests and Directions Activity Sheet Projects in Professional Communications Student Edition: Listening Versus Projects in Professional Communications Student Edition: Project Pep Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Answering Questions Projects in Professional Communications Student Edition: Project Pep Projects in Professional Communications Student Edition: Project Pep Projects in Professional Communications Student Edition: Project Pep Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Conversations Projects in Professional Communications Student Edition: Project Prep Projects in Professional Com	Textner Tool00, pagetà H.S.D. Stadem Book, pagetà H.S.D. Stadem Book, pagetà H.S.D. Stadem Book, pagetà J.S.D. Stadem Book, pagetà J.S.D.
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Knowledge and Skills Statement	Student Expectation	Breakout	ltem Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(G) communicate effectively in interviews	(i) communicate effectively in interviews	Student/Teacher	Narrative	9781682407561 9781531149505	236	Projects in Professional Communications Student Edition: Interview Basics	Sludent Book, page(s) 236
			Student/Teacher	Activity	9781682407561 9781531149505	239	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 239
			Student/Teacher	Narrative	9781682407561 9781531149505	237	Projects in Professional Communications Student Edition: The Job or School Interview	Student Book, page(s) 237
			Student/Teacher	Activity	9781682407561 9781531149505	245	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 245
			Student/Teacher	None	5781531149303			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(i) identify appropriate strategies for dealing with differences, including gender	Student/Teacher	Narrative	9781682407561 9781531149505	138	Projects in Professional Communications Student Edition: Gender Differences	Student Book, page(s) 138.
			Student/Teacher	Activity	9781682407578 9781531149321	H.2.b	Teacher ToolKit: Interpersonal Diversity Strategies Activty Sheet	Teacher ToolKit, page(s) H.2.b
			Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher ToolKit: Interpersonal Diversity Strategies	Teacher ToolKit, page(s) H.2.a
			Student/Teacher Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None		-		
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(ii) identify appropriate strategies for dealing with differences, including ethnicity	Student/Teacher	Narrative	9781682407561 9781531149505 9781682407561	28	Projects in Professional Communications Student Edition: Success in the Workplace, paragraph 4	Student Book, page(s) 28
			Student/Teacher	Activity	9781531149505	146	Projects in Professional Communications Student Edition: Everyday Life 2	Student Book, page(s) 146
			Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher ToolKit: Interpersonal Diversity Strategies	Teacher ToolKit, page(s) H.2.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.2.b	Teacher ToolKit: Interpersonal Diversity Strategies Activty Sheet	Teacher ToolKit, page(s) H.2.b
			Student/Teacher	None	7781531147321			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only Teacher Only	None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(iii) identify appropriate strategies for dealing with differences, including age	Student/Teacher	Narrative	9781682407578 9781531149321	Н2.а	Teacher ToolKit: Interpersonal Diversity Strategies	Teacher ToolKit, page(s) H.2.a
			Student/Teacher	Activity	9781682407561 9781531149505	212	Projects in Professional Communications Student Edition: Everyday Life 1	Student Book, page(s) 212
			Student/Teacher	Narrative	9781682407561	181	Projects in Professional Communications Student Edition: Introducing Others,	Student Book, page(s) 181
			Student/Teacher	Activity	9781531149505 9781682407578 9781531149321	H.2.b	Relationships Teacher ToolKit: Interpersonal Diversity Strategies Activty Sheet	Teacher ToolKit, page(s) H.2.b
			Student/Teacher	None	9781531149321	112.0	reacter roomen merpersonal potentity braneges racing sheet	
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	$(\ensuremath{\mathbf{v}}\xspace)$ (iv) use appropriate strategies for dealing with differences, including gender	Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher ToolKit: Interpersonal Diversity Strategies	Teacher ToolKii. page(s) H.2.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.2.b	Teacher ToolKit: Interpersonal Diversity Strategies Activty Sheet	Teacher ToolKit, page(s) H.2.b
			Student/Teacher	Narrative	9781682407561 9781531149505	179	Projects in Professional Communications Student Edition: He Says She Says Gender and Body Language	Student Book, page(s) 179
			Student/Teacher Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(v) use appropriate strategies for dealing with differences, including ethnicity	Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher ToolKii: Interpersonal Diversity Strategies	Teacher ToolKii, pageisi H.2.a
			Student/Teacher	Activity	9781682407561 9781531149505	146	Projects in Professional Communications Student Edition: Everyday Life 2	Student Book, page(s) 146
			Student/Teacher	Narrative	9781682407561	28	Projects in Professional Communications Student Edition: Is This Job For	Student Book, page(s) 28
			Student/Teacher Student/Teacher	Activity None	9781531149505 9781682407561 9781531149505	164	Me?, paragraph 4 Projects in Professional Communications Student Edition: Everyday Life 3	Student Book, page(s) 164
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(vi) use appropriate strategies for dealing with differences, including age	Student/Teacher	Narrative	9781682407561 9781531149505	28	Projects in Professional Communications Student Edition: Success in the Workplace, paragraph 4	Sludent Book, page(s) 28
			Student/Teacher	Activity	9781682407561 9781531149505	212	Projects in Professional Communications Student Edition: Everyday Life 4	Student Book, page(s) 212
			Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher ToolKit: Interpersonal Diversity Strategies	Teacher ToolKit, page(s) H.2.a
			Student/Teacher	Activity	9781682407578	H.2.b	Teacher ToolKit: Interpersonal Diversity Strategies Activity Sheet	Teacher ToolKit, page(s) H.2.b
			1		9781531149321	1		
			Student/Teacher	None				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(2) Internet and The student uses concerning internet and								
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The	 analyze and evaluate the effectiveness of one's own and others' communication 	(i) analyze the effectiveness of one's own communication	Student/Teacher	Narrative	9781682407561 9781531149505	226	Projects in Professional Communications Student Edition: Evaluating Interpersonal Communication and Chart	Student Book, page(s) 226
student is expected to:								
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	440	Projects in Professional Communications Student Edition: Key Point and Sample Checklist 2	Student Book, page(s) 440
			Student/Teacher	Activity	9781682407561 9781531149505	448	Projects in Professional Communications Student Edition: Practice	Student Book, page(s) 448
			Student/Teacher	None	9781531149505			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only Teacher Only	None				
			Teacher Only Teacher Only	None None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The	 analyze and evaluate the effectiveness of one's own and others' communication 	(ii) analyze the effectiveness of others' communication	Student/Teacher	Narrative	9781682407561	440	Projects in Professional Communications Student Edition: Sample Checklist	Student Book, page(s) 440
student is expected to:	communication	0,			9781531149505			
			Student/Teacher	Activity	9781682407561	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781531149505 9781682407561	441	Projects in Professional Communications Student Edition: Evaluating	
					9781531149505 9781682407561		Informative Presentations Projects in Professional Communications Student Edition:	Student Book, page(s) 441
			Student/Teacher	Activity	9781682407561 9781531149505	447	Projects in Professional Communications Student Edition: Checklist—Evaluate	Student Book, page(s) 447.
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal							Projects in Professional Communications Student Edition: Presenting the	
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	 (I) analyze and evaluate the effectiveness of one's own and others' communication 	(iii) evaluate the effectiveness of one's own communication	Student/Teacher	Narrative	9781682407561 9781531149505	338	Project, first paragraph; in every chapter, students evaluate their own	Student Book, page(s) 338
student is expected to:							communication before delivering the final presentation	
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	440	Projects in Professional Communications Student Edition: Key Point	Student Book, page(s) 440
			Student/Teacher	Activity	9781682407561	447	Projects in Professional Communications Student Edition: Checklist	Student Book, page(s) 447
			Student/Teacher	None	9781531149505			
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(f) analyze and evaluate the effectiveness of one's own and others'	(iv) evaluate the effectiveness of others' communication	Student/Teacher	Narrative	9781682407561	440	Projects in Professional Communications Student Edition: Sample Checklist	Student Book, page(s) 440
student is expected to:	communication				9781531149505			
					9781682407561		Projects in Professional Communications Student Edition: Evaluating the	
			Student/Teacher	Activity	9781531149505	449	Project (Note: all chapter include a rubric for evaluating the communication of others)	f Student Book, page(s) 449
			Student/Teacher	Narrative	9781682407561 9781531149505	441	Projects in Professional Communications Student Edition: evaluating	Student Book, page(s) 441
			Student/Teacher	Activity	9781682407561	447	informative presentations Projects in Professional Communications Student Edition: Develop Checklist	Contract Death and (1) 447
			Student/Teacher	None	9781531149505	44/	Evaluate	Student Book, page(s) 447
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(A) identify kinds of groups, their importance, and the purposes they	(i) identify kinds of groups	Student/Teacher	Narrative	9781682407561 9781531149505	265	Projects in Professional Communications Student Edition: Types and	Student Book, page(s) 265
groups in processional and social contexts. The student is expected to:	serve				9781531149505		Functions of Groups	
			Student/Teacher	Activity	9781531149505	269	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 269
			Student/Teacher	Narrative	9781682407561 9781531149505	267	Projects in Professional Communications Student Edition: Groups in the Workplace	Student Book, page(s) 267
			Student/Teacher	Activity	9781531149505 9781682407561 9781531149505	270	Workplace Projects in Professional Communications Student Edition: Make Connections	Student Book, page(s) 270
			Student/Teacher	None	9781531149505		, Contections	
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	 (A) identify kinds of groups, their importance, and the purposes they serve 	(ii) identify [groups] importance	Student/Teacher	Narrative	9781682407561 9781531149505	262	Projects in Professional Communications Student Edition: Groups in American Society	Student Book, page(s) 262
					9781682407561			
			Student/Teacher	Activity	9781531149505	264	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 264
			Student/Teacher	Narrative	9781682407561 9781531149505	263	Projects in Professional Communications Student Edition: Individual Needs and Group Purposes Chart	Student Book, page(s) 263
			Student/Teacher	Activity	9781682407561	274	Projects in Professional Communications Student Edition: Responding to the	Student Book, page(s) 274
			Student/Teacher	None	9781531149505		Essential Questions	
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	 (A) identify kinds of groups, their importance, and the purposes they serve 	(iii) identify the purposes [groups] serve	Student/Teacher	Narrative	9781682407561 9781531149505	262	Projects in Professional Communications Student Edition: Purposes of Groups	Student Book, page(s) 262
					9781682407561		Projects in Professional Communications Student Edition: Reviewing Key	
	<u> </u>	<u> </u>	Student/Teacher	Activity	9781682407561 9781531149505	274	Projects in Protessional Communications Student Edition: Reviewing Key Ideas #1 and Responding to the Essential Ouestion	Student Book, page(s) 274

Kanada and Chille Contains and	Church Europetetics	Breakout	here Torre		Component ISBN	Dense (a)	Description of the encoling teaction	
Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531149505	264	Projects in Professional Communications Student Edition: Defining Features	Student Book, page(s) 264
					9781531149505 9781682407561	264	of a Group	
			Student/Teacher	Activity	9781531149505	264	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 264
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(3) Group communication. The student communicates effectively in					9781682407561			
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(B) analyze group dynamics and processes for participating effectively in groups	(i) analyze group dynamics	Student/Teacher	Narrative	9781531149505	278	Projects in Professional Communications Student Edition: Group Dynamics	Student Book, page(s) 278
					9781682407561			
			Student/Teacher	Activity	9781531149505	278	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 278
			Student/Teacher	Narrative	9781682407561 9781531149505	280	Projects in Professional Communications Student Edition: chart	Student Book, page(s) 280
			Student/Teacher	Activity	9781682407561	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	None	9781531149505			
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in	(B) analyze group dynamics and processes for participating effectively		Charlest To 1	No. 17	9781682407561	270		
groups in professional and social contexts. The student is expected to:	in groups	(ii) analyze processes for participating effectively in groups	Student/Teacher	Narrative	9781531149505	218	Projects in Professional Communications Student Edition: 2nd col and chart	Student Book, page(s) 278
			Student/Teacher	Antivity	9781682407561	278	Projects in Professional Communications Student Edition: Project Prep	Student Book, anaplel 378
				Activity	9781531149505 9781682407561	21ð		Student Book, page(s) 278
			Student/Teacher	Narrative	9781531149505	295	Projects in Professional Communications Student Edition: Key Point and Chart	Student Book, page(s) 295
			Student/Teacher	Activity	9781682407561	286	Projects in Professional Communications Student Edition:Plan	Student Book, page(s) 286
			Student/Teacher	None	9781531149505			
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(C) identify and analyze the roles of group members and their influence	(i) identify the roles of group members	Student/Teacher	Narrative	9781682407561	270	Projects in Professional Communications Student Edition: Member Roles and	Student Book, page(s) 279
groups in professional and social contexts. The student is expected to:	on group dynamics	(i) identity the roles of group members	Student/Teacher	Narrauve	9781531149505	219	Key Point	Student Book, page(s) 275
			Student/Teacher	Activity	9781682407561	286	Projects in Professional Communications Student Edition: Make	Student Book, page(s) 286
					9781531149505 9781682407561		Connections, bullet 2	Student Book, page(s) 286
			Student/Teacher	Narrative	9781531149505	280-281	Projects in Professional Communications Student Edition: Task Roles and Maintenance Roles	Student Book, page(s) 280-281
			Student/Teacher	Activity	9781682407561 9781531149505	290	Projects in Professional Communications Student Edition: Reviewing Key	Student Book, page(s) 290
			Student/Teacher	None	9781531149505		Ideas #2	
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in	(C) identify and analyze the roles of group members and their influence	(ii) analyze the roles of group members	Student/Teacher	Narrative	9781682407561	270	Projects in Professional Communications Student Edition: Member Roles	Student Book, page(s) 279
groups in professional and social contexts. The student is expected to:	on group dynamics	(ii) analyze the roles of group members	Student/Teacher	Narrative	9781531149505	219	Projects in Professional Communications Student Edition: Member Roles	Student Book, page(s) 279
			Student/Teacher	Activity	9781682407561	284	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 284
					9781531149505 9781682407561			
			Student/Teacher	Narrative	9781531149505 9781682407561	280	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 280
			Student/Teacher	Activity	9781682407561 9781531149505	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(C) identify and analyze the roles of group members and their influence	(iii) identify [group members'] influence on group dynamics	Student/Teacher	Narrative	9781682407561	280	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 280
groups in protessional and social contexts. The student is expected to:	on group dynamics				9781531149505			
			Student/Teacher	Activity	9781682407561 9781531149505	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	Narrative	9781682407561	281	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 281
					9781531149505 9781682407578	55		
			Student/Teacher	Activity	9781531149321	>>	Teacher ToolKit: Group Roles Activity Sheet	Teacher ToolKit, page(s) 55
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only Teacher Only	None				
(3) Group communication. The student communicates effectively in	(C) identify and analyze the roles of group members and their influence				9781682407561			
(3) Group communication. The student communicates enectively in groups in professional and social contexts. The student is expected to:	(C) identify and analyze the roles or group members and their initiance on group dynamics	(iv) analyze [group members'] influence on group dynamics	Student/Teacher	Narrative	9781531149505	280	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 280
L			Charlest To 1		9781682407561	282		
			Student/Teacher	Activity	9781531149505		Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	Narrative	9781682407561 9781531149505	281	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 281
			Student/Teacher	Activity	9781682407578 9781531149321	55	Teacher ToolKit: Group Roles Activity Sheet	Teacher ToolKit, page(s) 55
			Student/Teacher	None	//81331149321	<u> </u>	· · ·	
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in	(D) demonstrate understanding of group roles and their impact on	(i) demonstrate understanding of group roles	Student/Teacher	Narrative	9781682407561	279	Projects in Professional Communications Student Edition: Member Roles and	Student Book, page(s) 279
	group effectiveness	(i) acmonantate understanding or group roles	Student reacher	Inditiduive	9781531149505		Key Point	200000 0000, pag(0)) 273
groups in professional and social contexts. The student is expected to:	group circuit circus							
groups in professional and social contexts. The student is expected to:	group discussions		Student/Teacher	Activity	9781682407561	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531149505	280	Projects in Professional Communications Student Edition: Chart annd Key	Student Book, page(s) 280
			Student/Teacher	Activity	9781682407578	58	Point Teacher ToolKit: Group Dynamics and Roles Test	Teacher ToolKit, page(s) 58
			Student/Teacher	None	9781531149321			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(D) demonstrate understanding of group roles and their impact on group effectiveness	(ii) demonstrate understanding of [group roles'] impact on group effectiveness	Student/Teacher	Narrative	9781682407561 9781531149505	284	Projects in Professional Communications Student Edition: Identifying Group Effectiveness	Student Book, page(s) 284
			Student/Teacher	Activity	9781682407561 9781531149505 9781682407561	284	Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Self-centered	Student Book, page(s) 284
			Student/Teacher	Narrative	9781531149505	285	Roles Projects in Professional Communications Student Edition: Preparing the	Student Book, page(s) 285
			Student/Teacher	Activity	9781682407561 9781531149505	286-287	Projects in Protessional Communications Student Edition: Preparing the Project and Presenting the Project, and Evaluating the Project	Student Book, page(s) 286–287
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(E) use appropriate verbal, norverbal, and listening skills to promote group effectiveness	(i) use appropriate verbal skills to promote group effectiveness	Student/Teacher	Narrative	9781682407561 9781531149505	294	Projects in Professional Communications Student Edition: Strategies for Participating in Informative Discussions Chart	Student Book, page(s) 294
			Student/Teacher	Activity	9781682407561 9781531149505	294	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 294
			Student/Teacher	Narrative	9781682407561	281	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 281
			Student/Teacher	Activity	9781531149505 9781682407561 9781521140505	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	None	9781531149505			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
			reacher Only	INCIRE	9781682407561			
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(E) use appropriate verbal, norverbal, and listening skills to promote group effectiveness	(ii) use appropriate nonverbal skills to promote group effectiveness	Student/Teacher	Narrative	9781682407561 9781531149505 9781682407561	265	Projects in Professional Communications Student Edition: Last paragraph before Key Point Projects in Professional Communications Student Edition: Additional Project	Student Book, page(s) 265
			Student/Teacher	Activity	9781531149505	275	1	Student Book, page(s) 275
			Student/Teacher	Narrative	9781682407561 9781531149505	282	Projects in Professional Communications Student Edition: Nonverbal Communication and Group Member Roles	Student Book, page(s) 282
			Student/Teacher	Activity	9781682407561 9781531149505	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(E) use appropriate verbal, norverbal, and listening skills to promote group effectiveness	(iii) use appropriate listening skills to promote group effectiveness	Student/Teacher	Narrative	9781682407561 9781531149505	300	Projects in Professional Communications Student Edition: Good Listeners	Student Book, page(s) 300
			Student/Teacher	Activity	9781682407561 9781531149505	160	Projects in Professional Communications Student Edition: Listening to Group Members	Student Book, page(s) 160
			Student/Teacher	Narrative	9781682407561 9781531149505	266	Projects in Professional Communications Student Edition: 1. Listen	Student Book, page(s) 266
			Student/Teacher	Activity	9781682407561 9781531149505	294	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 294
			Student/Teacher	None	7701331149303			
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(F) identify and analyze leadership styles	(i) identify leadership styles	Student/Teacher	Narrative	9781682407561 9781531149505	299	Projects in Professional Communications Student Edition: Types and Styles of Leaders	Student Book, page(s) 299
			Student/Teacher	Activity	9781682407561 9781531149505	300	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 300
			Student/Teacher	Narrative	9781682407561	70	Projects in Professional Communications Student Edition: Leadership and	Student Book, page(s) 70
			Student/Teacher	Activity	9781531149505 9781682407561	81	Teanswork Projects in Professional Communications Student Edition: Extending Your	Student Book, page(s) 81
			Student/Teacher	None	9781531149505		Understanding, #3	Annual Chapter State Sta
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(F) identify and analyze leadership styles	(ii) analyze leadership styles	Teacher Only Student/Teacher	None Narrative	9781682407561 9781531149505	299	Projects in Professional Communications Student Edition: Types and Styles of Leaders	Student Book, page(s) 299
			Student/Teacher	Activity	9781682407561	314	Projects in Professional Communications Student Edition: Reviewing Key	Student Book, page(s) 314
			Student/Teacher	Narrative	9781531149505 9781682407561	300	Ideas 4 Projects in Professional Communications Student Edition: Qualities of	Student Book, page(s) 314
					9781531149505	300	Effective Leaders	
			Student/Teacher Student/Teacher	Activity None	9781682407561 9781531149505	315	Projects in Professional Communications Student Edition: In the Media 4	Student Book, page(s) 315
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in	(G) use effective communication strategies in leadership roles	(i) use effective communication strategies in leadership roles	Teacher Only Student/Teacher	None	9781682407561	300	Projects in Professional Communications Student Edition: Qualities of	Student Book, page(s) 300
groups in professional and social contexts. The student is expected to:	Contraction of the second s	O	Student/Teacher	Activity	9781531149505 9781682407578 97816821149231	9	Effective Leaders Teacher ToolKit: Foundation Elements Acitivity Worksheet—Leadership and	Teacher ToolKit, page(s) 9
	-			1	9781531149321	1	Teannwork	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531149505	301	Projects in Professional Communications Student Edition: Guidelines for	Student Book, page(s) 301
			Student/Teacher	Activity	9781682407561	200	Leading a Group Projects in Professional Communications Student Edition: Develop-mid	Student Book, page(s) 309
			Student/Teacher	None	9781531149505	507	paragraph	State (box, page 1 505
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
(3) Group communication. The student communicates effectively in					9781682407561		Projects in Professional Communications Student Edition: Creating a	
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(H) use effective communication strategies for solving problems, managing conflicts, and building consensus in groups	 (i) use effective communication strategies for solving problems in groups 	Student/Teacher	Narrative	9781682407561 9781531149505	302-303	Projects in Professional Communications Student Edition: Creating a Supportive Climate	Student Book, page(s) 302-303
			Student/Teacher	Activity	9781682407561	304	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 304
			Student/Teacher	Narrative	9781531149505 9781682407561	304	Projects in Professional Communications Student Edition: Project rep Projects in Professional Communications Student Edition: Whole page	Student Book, page(s) 304
			Student/Teacher		9781531149505 9781682407561			
			Student/Teacher Student/Teacher	Activity	9781531149505	306	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 306
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(H) use effective communication strategies for solving problems, managing conflicts, and building consensus in groups	 (ii) use effective communication strategies for managing conflicts in groups 	Student/Teacher	Narrative	9781682407561 9781531149505	301	Projects in Professional Communications Student Edition: Keep the Discussion Moving	Student Book, page(s) 301
			Student/Teacher	Activity	9781682407561 9781531149505	304	Projects in Professional Communications Student Edition: project prep	Student Book, page(s) 304
			Student/Teacher	Narrative	9781531149505 9781682407561 9781531149505	304	Projects in Professional Communications Student Edition: Use Other	Student Book, page(s) 304
			Student/Teacher	Activity	9781682407578	60	Supportive Strategies Teacher ToolKit: Group Discussion Worksheet	Teacher ToolKit, page(s) 60
			Student/Teacher	None	9781531149321	00	reacter roomer, croup porcession worksieer	
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	 (H) use effective communication strategies for solving problems, managing conflicts, and building consensus in groups 	 (iii) use effective communication strategies for building consensus in groups 	Student/Teacher	Narrative	9781682407561 9781531149505	308	Projects in Professional Communications Student Edition: Consensus	Student Book, page(s) 308
			Student/Teacher	Activity	9781682407578 9781531149321	60	Teacher ToolKit: Group Discussion Worksheet	Teacher ToolKit, page(s) 60
			Student/Teacher	Narrative	9781682407561 9781531149505	308	Projects in Professional Communications Student Edition: Key Point	Student Book, page(s) 308
			Student/Teacher	Activity	9781682407561 9781531149505	315	Projects in Professional Communications Student Edition: Additional Projects	s Student Book, page(s) 315
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only Teacher Only Teacher Only	Narrative Activity None				
			Teacher Only Teacher Only	Narrative Activity				
(3) Group communication. The student communicates effectively in groups in professional and social contents. The student is expected to:	() analyze the participation and contributions of group members and evaluate group effectiveness	() analyze the participation of group members	Teacher Only Teacher Only Teacher Only Teacher Only	Narrative Activity None None	9781682407561 9781531149505	279-283	Projects in Professional Communications Student Edition: Member Roles	Sucient Book, pagetó 179-283
	(1) analyze the participation and contributions of group members and evaluate group effectiveness.	(i) analyze the participation of group members	Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only	Narrative Activity None None None	9781531149505 9781682407561	279-283	Projects in Professional Communications Student Edition: Member Roles Projects in Professional Communications Student Edition: Research #7	
	 (1) analyze the participation and contributions of group members and evaluate group effectiveness 	() analyze the participation of group members	Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher	Narrative Activity None None None Narrative Activity	9781531149505 9781682407561 9781531149505 9781682407561	291	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in	Student Book, page(s) 291
	() analyze the participation and contributions of group members and evaluate group effectiveness	() analyze the participation of group members	Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher	Narrative Activity None None None Narrative Activity Narrative	9781531149505 9781682407561 9781531149505 9781682407561 9781682407561 9781531149505	291 302-303	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in Group Discussions	Student Book, page(s) 291 Student Book, page(s) 302-303
	(I) analyze the participation and contributions of group members and evaluate group effectiveness	() analyze the participation of group members	Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher	Narrative Activity None None None Norre Narrative Activity Narrative Activity	9781531149505 9781682407561 9781531149505 9781682407561	291	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in	Student Book, page(s) 291
	(1) analyze the participation and contributions of group members and evaluate group effectiveness	() analyze the participation of group members	Tescher Orly Tescher Orly Tescher Orly Tescher Orly Student/Tescher Student/Tescher Student/Tescher Student/Tescher Student/Tescher Student/Tescher	Narrative Activity None None Narrative Activity Narrative Activity Narrative Activity Narrative	9781531149505 9781682407561 9781531149505 9781682407561 9781682407561 9781682407578	291 302-303	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in Group Discussions	Student Book, page(s) 291 Student Book, page(s) 302-303
	(1) analyze the participation and contributions of group members and evaluate group effectiveness	() analyze the participation of group members	Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only	Narrative Activity None None Narrative Activity Narrative Activity None Narrative Activity	9781531149505 9781682407561 9781531149505 9781682407561 9781682407561 9781682407578	291 302-303	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in Group Discussions	Student Book, page(s) 291 Student Book, page(s) 302-303
	 (1) analyze the participation and contributions of group members and evaluate group effectiveness 	() analyze the participation of group members	Tescher Only Tescher Only Tescher Only Tescher Only Tescher Only Student/Tescher Student/Tescher Student/Tescher Student/Tescher Tescher Only Tescher Only Tescher Only Tescher Only	Narrative Activity None None None None None Activity Activity Activity Norrative Activity Norre Narrative Activity None Norre None	9781531149505 9781682407561 9781531149505 9781682407561 9781682407561 9781682407578	291 302-303	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in Group Discussions	Student Book, page(s) 291 Student Book, page(s) 302-303
groups in professional and social contexts. The student is expected to:	evaluats group effectiveness	i) analyze the participation of group members	Tescher Orly Tescher Orly Tescher Orly Tescher Orly Student/Tescher Student/Tescher Student/Tescher Student/Tescher Student/Tescher Student/Tescher Tescher Orly Tescher Orly	Narrative Activity None None Narrative Activity Narrative Activity None None Narrative Activity None	9781331149505 9781832407561 9781531149505 9781531149505 9781632407561 9781632407578 978163149505 978163149505 978163149505	291 302-303	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in Group Discussion Teacher ToolKa: Evaluating Group Roles	Student Book, page(s) 291 Student Book, page(s) 302-303
	(1) analyze the participation and contributions of group members and evaluate group effectiveness	(i) analyze the participation of group members	Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher	Natrative Activity None None Narative Activity None Natrative Activity None Natrative None Narative Narative	9781531149005 978163249561 978163149661 978163149661 978163249756 9781652149755 9781652149921 97816249756 978163149925	291 202-303 Handout I	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in Group Discussion Teacher ToolKit: Evaluating Group Roles	Student Book, pagefol 291 Student Book, pagefol 302-303 Teacher Toolki, pagefol Hondowi I
groups in professional and social contexts. The student is expected to:	evaluate group effectiveness		Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only Student/Teacher Student/Teacher Student/Teacher Student/Teacher Teacher Only Teacher Only Teacher Only Teacher Only Teacher Only	Netrative Activity None None Narative Activity Narative Activity None Narative Activity None Narative Activity None Narative Activity None Narative	Y91551148905 Y916247751 Y916247751 Y916247751 Y916247751 Y916247758 Y916247758 Y916247758 Y916247758 Y916247758 Y916247751 Y9151149905 Y915149905	291 302-303	Projects in Professional Communications Student Edition: Research #7 Projects in Professional Communications Student Edition: Participating in Group Discussional Communications Student Edition: Participating in Projects in Professional Communications Student Edition: Individual Needa and Group Purposes Chart Projects in Professional Communications Student Edition: Research #7	Sudeni Bosk, parels) 291 Sudeni Bosk, parels) 202 303 Zasher Toolfit, parels) Hondout I
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Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561	428-432	Projects in Professional Communications Student Edition: Communicating	Student Back - conference -
					9781531149505 9781682407561		with a Variety of Audiences	Student Book, page(s) 428-432
			Student/Teacher	Activity	9781531149505	432	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 432
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(A) analyze the audience, occasion, and purpose when designing presentations	(ii) analyze the occasion when designing presentations	Student/Teacher	Narrative	9781682407561 9781531149505	346	Projects in Professional Communications Student Edition: Analyzing Audience Purpose and Occasion	Student Book, page(s) 346
			Student/Teacher	Activity	9781682407561 9781531149505	348	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 348
			Student/Teacher	Narrative	9781682407561 9781531149505	348	Projects in Professional Communications Student Edition: Analyzing the Occasion	Student Book, page(s) 348
			Student/Teacher	Activity	9781682407561 9781531149505	370	Projects in Professional Communications Student Edition: Extending Your Understanding #2	Student Book, page(s) 370
			Student/Teacher	None	5781551149505		Understanding #2	
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
			reacher only	None	9781682407561			
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	 (A) analyze the audience, occasion, and purpose when designing presentations 	(iii) analyze the purpose when designing presentations	Student/Teacher	Narrative	9781531149505	348	Projects in Professional Communications Student Edition: analyzing your purpose	Student Book, page(s) 348
			Student/Teacher	Activity	9781682407561 9781531149505	348	Projects in Professional Communications Student Edition: project prep	Student Book, page(s) 348
			Student/Teacher	Narrative	9781682407561 9781531149505	350	Projects in Professional Communications Student Edition: Zeroing in on Purpose	Student Book, page(s) 350
			Student/Teacher	Activity	9781682407561 9781531149505	370	Projects in Professional Communications Student Edition: Extending Your Understanding #2	Student Book, page(s) 370
			Student/Teacher	None	2701231147303		Undermanding #2	
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(B) determine specific topics and purposes for presentations	(i) determine specific topics for presentations	Student/Teacher	Narrative	9781682407561 9781531149505 9781682407561	349	Projects in Professional Communications Student Edition: Researching to Determine Your Topic	Student Book, page(s) 349
			Student/Teacher	Activity	9781531149505	349	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 349
			Student/Teacher	Narrative	9781682407561 9781531149505	350	Projects in Professional Communications Student Edition: Zeroing in on a Purpose	Student Book, page(s) 350
			Student/Teacher	Activity	9781682407561	370	Projects in Professional Communications Student Edition: Everyday Life 2	Student Book, page(s) 370
			Student/Teacher	None	9781531149505			
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(B) determine specific topics and purposes for presentations	(ii) determine specific purposes for presentations	Student/Teacher	Narrative	9781682407561 9781531149505 9781682407561	350	Projects in Professional Communications Student Edition: Zeroing in on a Purpose	Student Book, page(s) 350
			Student/Teacher	Activity	9781531149505	326	Projects in Professional Communications Student Edition: Project prep	Student Book, page(s) 326
			Student/Teacher	Narrative	9781682407561 9781531149505	324-334	Projects in Professional Communications Student Edition: Purposes of Presentations cont'd through 334	Student Book, page(s) 324-334
			Student/Teacher	Activity	9781682407561	370	Projects in Professional Communications Student Edition: Everyday Life 2	Student Book, page(s) 370
			Student/Teacher	None	9781531149505			
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(C) research topics using primary and secondary sources, including electronic technology	 (i) research topics using primary sources, including electronic technology 	Teacher Only Student/Teacher	None	9781682407561 9781531149505	353	Projects in Professional Communications Student Edition: Analyzing Primary Sources	/ / Student Book, page(s) 353
			Student/Teacher	Activity	9781682407561	354	Sources Projects in Professional Communications Student Edition: Project Prep	Student Beek, appel/c) 254
					9781531149505 9781682407561		Projects in Professional Communications Student Edition: Project Prep Projects in Professional Communications Student Edition: Research on the	Student Book, page(s) 354
			Student/Teacher	Narrative	9781531149505 9781682407561	354	Web	Student Book, page(s) 354
			Student/Teacher	Activity	9781682407561 9781531149505	359	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 359
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(C) research topics using primary and secondary sources, including electronic technology	(ii) research topics using secondary sources, including electronic technology	Student/Teacher	Narrative	9781682407561 9781531149505	354	Projects in Professional Communications Student Edition: Analyzing Secondary Sources	Student Book, page(s) 354
			Student/Teacher	Activity	9781682407561	354	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 354
			Student/Teacher	Narrative	9781531149505 9781682407561 9781531149505	354	Projects in Professional Communications Student Edition: Research on the	Student Book, page(s) 354
			Student/Teacher		9781682407561	359	Web	
			Student/Teacher Student/Teacher	Activity	9781531149505	339	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 359
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(D) use effective strategies to organize and outline presentations	(i) use effective strategies to organize presentations	Student/Teacher	Narrative	9781682407561 9781531149505	374-384	Projects in Professional Communications Student Edition: The Importance of Organization	Student Book, page(s) 374-384
			Student/Teacher	Activity	9781682407561	379	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 379

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			item type	onation type	oomponent toold	ruge (s)	beschption of the specific location	Hypernik to the location for cicca one programs
			Student/Teacher	Narrative	9781682407561 9781531149505	388	Projects in Professional Communications Student Edition: The Conclusion of the Presentation	Student Book, page(s) 388
			Student/Teacher	Activity	9781682407561 9781531149505	384	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 384
			Student/Teacher	None	9781531149505			
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
		-	Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(D) use effective strategies to organize and outline presentations	(ii) use effective strategies to outline presentations	Student/Teacher	Narrative	9781682407561 9781531149505	385-386	Projects in Professional Communications Student Edition: Outlining	Student Book, page(s) 385-386
informal professional presentations. The student is expected to:								
			Student/Teacher	Activity	9781682407561 9781531149505	336	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 336
			Student/Teacher	Narrative	9781682407561	374-375	Projects in Professional Communications Student Edition: The Importance of	Student Book, page(s) 374-375
					9781531149505 9781682407561		Organization	
			Student/Teacher	Activity	9781531149505	394	Projects in Professional Communications Student Edition: Develop	Student Book, page(s) 394
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(E) use information effectively to support and clarify points in presentations	(i) use information effectively to support points in presentations	Student/Teacher	Narrative	9781682407561 9781531149505	363-365	Projects in Professional Communications Student Edition: Gathering Supporting Materials	Student Book, page(s) 363-365
					9781682407561			
			Student/Teacher	Activity	9781682407561 9781531149505	365	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 365
			Student/Teacher	Narrative	9781682407561	460	Projects in Professional Communications Student Edition: Final bullet point	Student Book, page(s) 460
					9781531149505 9781682407561			
			Student/Teacher	Activity	9781531149505	467	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 467
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(E) use information effectively to support and clarify points in presentations	(ii) use information effectively to clarify points in presentations	Student/Teacher	Narrative	9781682407561 9781531149505	363-365	Projects in Professional Communications Student Edition: Gathering Supporting Materials	Student Book, page(s) 363-365
mormal professional presentations. The student is expected to.	presentations						Supporting Materials	
			Student/Teacher	Activity	9781682407561 9781531149505	365	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 365
			Student/Teacher	Narrative	9781682407561	366	Projects in Professional Communications Student Edition: Preparing the	Condensities and a second second
					9781531149505 9781682407561		Project	Student Book, page(s) 366
			Student/Teacher	Activity	9781531149505	467	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 467
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(F) prepare scripts or notes for presentations	(i) prepare scripts or notes for presentations	Student/Teacher	Narrative	9781682407561 9781531149505	404	Projects in Professional Communications Student Edition: Tips for an	Student Book, page(s) 404
mormal professional presentations. The student is expected to.							Effective Extemporaneous Speech	
			Student/Teacher	Activity	9781682407561 9781531149505	416	Projects in Professional Communications Student Edition: Develop	Student Book, page(s) 416
			Student/Teacher	Narrative	9781682407561	405	Projects in Professional Communications Student Edition: Preparing Notes	Student Book, page(s) 405
					9781531149505 9781682407561		for Extemporaneous Delivery Projects in Professional Communications Student Edition: Additional Projects	
			Student/Teacher	Activity	9781682407561 9781531149505	421	Projects in Professional Communications Student Edition: Additional Projects 2	Student Book, page(s) 421
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None		1		
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(G) prepare and use visual or auditory aids, including technology, to enhance presentations	 (i) prepare visual or auditory aids, including technology, to enhance presentations 	Student/Teacher	Narrative	9781682407561 9781531149505	407-408	Projects in Professional Communications Student Edition: Producing Standard Visual Aids	Student Book, page(s) 407-408
monnal professional presentations. The student is expected to:	constructive presentations	proseitatuuris					Standard visual Alds	
			Student/Teacher	Activity	9781682407561 9781531149505	404	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 404
			Student/Teacher	Narrative	9781531149505 9781682407561 9781531149505	409-413	Projects in Professional Communications Student Edition: Using Presentation	Student Book, page(s) 409-413
					9781531149505 9781682407561	107-13	Software Projects in Professional Communications Student Edition: Chapter Project,	
			Student/Teacher	Activity	9781682407561 9781531149505	400	Projects in Professional Communications Student Edition: Chapter Project, continued on pages 415-416	Student Book, page(s) 400
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None		1		
(4) Presentations. The student makes and evaluates formal and informal amferican accounting. The student is expected to:	(G) prepare and use visual or auditory aids, including technology, to ophones prepare to a second to be a se	 (ii) use visual or auditory aids, including technology, to enhance presentations 	Student/Teacher	Narrative	9781682407561 9781531149505	407-408	Projects in Professional Communications Student Edition: Producing	Student Book, page(s) 407-408
informal professional presentations. The student is expected to:	enhance presentations	presentations					Standard Visual Aids	
			Student/Teacher	Activity	9781682407561 9781531149505	404	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 404
			Student/Teacher	Narrative	9781682407561	409-413	Projects in Professional Communications Student Edition: Using Presentation	Student Book, page(s) 409-413
					9781531149505 9781682407561		Software Projects in Professional Communications Student Edition: Chapter Project,	
			Student/Teacher	Activity	9781682407561 9781531149505	400	Projects in Professional Communications Student Edition: Chapter Project, continued on pages 415-416	Student Book, page(s) 400
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only	None		-		
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(H) use appropriate techniques to manage communication apprehension, build self-confidence, and gain command of the information	(i) use appropriate techniques to manage communication	Chudow 7	Narrative	9781682407561	100	Projects in Professional Communications Student Edition: Managing	Student Book, page(s) 100
	apprenension, build sen-confidence, and gain command of the	apprehension	Student/Teacher	warrative	9781531149505	100	Communication Apprehension	Student book, page(5) 100
informal professional presentations. The student is expected to:	information							I I I I I I I I I I I I I I I I I I I

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Knowledge and Skills Statement	Student Expectation	Breakout	Hom Tuno	Citation Turns	Component ISBN	Page (c)	Description of the specific location	Hunerlink to the location for electronic programs
Knowledge and Skills Statement	Student Expectation	Breakout	ltem Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Activity	9781682407561 9781531149505	105	Projects in Professional Communications Student Edition: Additional Project	s Student Book, page(s) 105
			Student/Teacher	Narrative	9781682407561	438	Projects in Professional Communications Student Edition: Managing Stage	Student Book, page(s) 438
					9781531149505 9781682407561		Fright Projects in Professional Communications Student Edition: Build Self-	
			Student/Teacher	Activity	9781531149505	228	Confidence	Student Book, page(s) 228
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None None				
			Teacher Only	None				
	(H) use appropriate techniques to manage communication							
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(H) use appropriate techniques to manage communication apprehension, build self-confidence, and gain command of the information	(ii) use appropriate techniques to build self-confidence	Student/Teacher	Narrative	9781682407561 9781531149505	100	Projects in Professional Communications Student Edition: Building Self Confidence	Student Book, page(s) 100
	information						C. OHEROLEUC	
			Student/Teacher	Activity	9781682407561 9781531149505	447	Projects in Professional Communications Student Edition: Make Connections	Student Book, page(s) 447
			Student/Teacher	Narrative	9781531149505 9781682407561 9781531149505	438	Projects in Professional Communications Student Edition: Building Self	Student Book, page(s) 438
					9781531149505 9781682407561		Confidence Projects in Professional Communications Student Edition: Additional Project	
			Student/Teacher	Activity	9781531149505	105	Projects in Professional Communications Student Edition: Additional Project	s Student Book, page(s) 105
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
			Teaurier Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(H) use appropriate techniques to manage communication apprehension, build self-confidence, and gain command of the information	(iii) use appropriate techniques to gain command of the information	Student/Teacher	Narrative	9781682407561 9781531149505	439	Projects in Professional Communications Student Edition: Revising Your	Student Book, page(s) 439
intormal professional presentations. The student is expected to:	information	,	and a second		9781531149505		Presentation	
			Student/Teacher	Activity	9781682407561	416	Projects in Professional Communications Student Edition: Develop and	
			Suurent/Teacher	Activity	9781531149505		Practice Projects in Professional Communications Student Edition: Tips for an	Student Book, page(s) 416
			Student/Teacher	Narrative	9781682407561 9781531149505	403	Projects in Professional Communications Student Edition: Tips for an Effective Manuscrint Presentation	Student Book, page(s) 403
			Student/Teacher	Activity	9781682407561 9781531149505	404	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 404
			Student/Teacher	None	9781531149505			
			Teacher Only	Narrative				
			Teacher Only Teacher Only	Activity None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(I) use effective verbal and nonverbal strategies in presentations	(i) use effective verbal strategies in presentations	Student/Teacher	Narrative	9781682407561	430	Projects in Professional Communications Student Edition: Using Effective	Student Book, page(s) 430
informal professional presentations. The student is expected to:	(i) use ellective verbal and nonverbal strategies in presentations	(i) use elective verbal strategies in presentations	Student/Teacher	Narrative	9781531149505	430	Verbal Strategies	Student Book, page(s) 430
			Student/Teacher	Activity	9781682407561	432	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 432
				-	9781531149505 9781682407561			
			Student/Teacher	Narrative	9781531149505	431-432	Projects in Professional Communications Student Edition: Parallel Structure	Student Book, page(s) 431-432
			Student/Teacher	Activity	9781682407561 9781531149505	434	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 434
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
			Teacher Only	NORE				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(I) use effective verbal and nonverbal strategies in presentations	(ii) use effective nonverbal strategies in presentations	Student/Teacher	Narrative	9781682407561 9781531149505	436	Projects in Professional Communications Student Edition: Using Effective Nonverbal Strategies	Student Book, page(s) 436
informal professional presentations. The student is expected to:								
			Student/Teacher	Activity	9781682407561 9781531149505	447	Projects in Professional Communications Student Edition: Develop/Practice Effective Delivery/2nd checkmark	Student Book, page(s) 447
			Student/Teacher	Narrative	9781682407561	436	Projects in Professional Communications Student Edition: Nonverbal	Student Book, page(s) 436
					9781531149505		Behavior in Presentations Chart	
			Student/Teacher	Activity	9781682407561 9781531149505	421	Projects in Professional Communications Student Edition: Everyday Life 3	Student Book, page(s) 421
			Student/Teacher	None				
			Teacher Only Teacher Only	Narrative Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				
				None		1		
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	 (J) make group presentations to inform, persuade, or motivate an audience 	 (i) make group presentations to inform, persuade, or motivate an audience 	Student/Teacher	Narrative	9781682407561 9781531149505	400	Projects in Professional Communications Student Edition: Chapter Project, 2nd paragraph	Student Book, page(s) 400
mornial processional presentations. The student is expected to:					9781682407561			
			Student/Teacher	Activity	9781531149505	406	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 406
			Student/Teacher	Narrative	9781682407561	407	Projects in Professional Communications Student Edition:Producing Standard	Student Book, page(s) 407
			Student/Teacher	Activity	9781531149505 9781682407561 9781531149505	415-417	Visual Aids Projects in Professional Communications Student Edition: Preparing the	
					9781531149505	41,5-417	Project, Presenting the Projec, and Rubric	Student Book, page(s) 415-417
			Student/Teacher Teacher Only	None Narrative				
			Teacher Only	Activity				
			Teacher Only Teacher Only	None				
			Teacher Only Teacher Only	None				
(A) Drecentations. The student makes and evaluater formal and	(K) make individual presentations to inform, persuade, or motivate an	(i) make individual presentations to inform, persuade, or motivate an			9781682407561		Projects in Professional Communications Student Edition: Chapter 19 project	
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(K) make individual presentations to morm, persuade, or motivate an audience	 (i) make individual presentations to inform, persuade, or motivate an audience 	Student/Teacher	Narrative	9781531149505	426	description	Student Book, page(s) 426
			Student/Teacher	A	9781682407561	432	Projects in Professional Communications Student Edition: Project Prep, also	
				Activity	9781531149505		439 project prep	Student Book, page(s) 432
			Student/Teacher	Narrative	9781682407561 9781531149505	428-447	Projects in Professional Communications Student Edition: Background for th Project	Student Book, page(s) 428-447
			Student/Teacher	Activity	9781682407561	448	Projects in Professional Communications Student Edition: Presenting the	Student Book, page(s) 448
			Student/Teacher	None	9781531149505		Project	
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only Teacher Only	None				

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Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(L) participate in question-and-answer sessions following presentations	(i) participate in question-and-answer sessions following presentations	Student/Teacher	Narrative	9781682407561 9781531149505	220	Projects in Professional Communications Student Edition: Answering Questions	Student Book, page(s) 220
			Student/Teacher	Activity	9781682407561 9781531149505	422	Projects in Professional Communications Student Edition: Workplace Workout	Student Book, page(s) 422
			Student/Teacher	Narrative	9781682407561 9781531149505	406	Projects in Professional Communications Student Edition: Anticipating Questions and Answers	Student Book, page(s) 406
			Student/Teacher	Activity	9781682407561 9781531149505	439	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 439
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(M) apply critical-listening strategies to evaluate presentations	(i) apply critical-listening strategies to evaluate presentations	Student/Teacher	Narrative	9781682407561 9781531149505	444	Projects in Professional Communications Student Edition: Evaluating Persuasive Presentations	Student Book, page(s) 444
			Student/Teacher	Activity	9781682407561 9781531149505	453	Projects in Professional Communications Student Edition: In the Media #6	Student Book, page(s) 453
			Student/Teacher	Narrative	9781682407561 9781531149505	441	Projects in Professional Communications Student Edition: Evaluating Informative Presentations	Student Book, page(s) 441
			Student/Teacher	Activity	9781682407561 9781531149505	339	Projects in Professional Communications Student Edition: Evaluating the Project, 1st paragraph	Student Book, page(s) 339
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(N) evaluate effectiveness of his/her own presentation	(i) evaluate effectiveness of his/her own presentation	Student/Teacher	Narrative	9781682407561 9781531149505	440	Projects in Professional Communications Student Edition: Evaluating Oral Presentations, Key Point and second checklist	Student Book, page(s) 440
			Student/Teacher	Activity	9781682407561 9781531149505	398	Projects in Professional Communications Student Edition: Reflecting on Your Project	Student Book, page(s) 398
			Student/Teacher	Narrative	9781682407561 9781531149505	444	Projects in Professional Communications Student Edition: Evaluating Persuasive Presentations	Student Book, page(s) 444
			Student/Teacher	Activity	9781682407561 9781531149505	452	Projects in Professional Communications Student Edition: Reflecting on Your Project	Student Book, page(s) 452
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
			reacher Only	NONE				