

<p>LISTENING <i>Uses active listening skills:</i></p> <p>Verbal</p> <ul style="list-style-type: none"> Summarizes accurately or restates verbal information (e.g., “This is what I heard. Is that what you meant?”). Asks relevant and clarifying questions. Identifies verbal clues that signify the importance of ideas. <ul style="list-style-type: none"> Inflection, tone, volume, significant pauses Repetition Key words and phrases Provides appropriate supportive responses (e.g., laughter, “uh-huh,” “yes”). <p>Non-verbal</p> <ul style="list-style-type: none"> Maintains attention. Uses body language and behavior appropriate to the listening situation . Exhibits appropriate supportive responses (e.g., nodding, applause). <p>Demonstrates an understanding of oral and media communications:</p> <p>Comprehends content</p> <ul style="list-style-type: none"> Identifies logical fallacies. Identifies main and supporting ideas. Recognizes the speaker’s intent and bias. Recognizes related concepts and draws conclusions. <p>Analyzes effect</p> <ul style="list-style-type: none"> Identifies subtle and obvious propaganda techniques. <ul style="list-style-type: none"> Bandwagon Sex appeal Celebrity endorsement Appeals to fears Sense of well-being Sense of acceptance Glittering generalities Urgency Misleading language (e.g., “free,” “bargain”) Begins to evaluate the speaker’s intent and bias. Recognizes and evaluates strategies used to inform, persuade, entertain, and transmit culture (e.g., advertising, perpetuation of stereotypes). Begins to analyze the effect of media on public, private, or political institutions, policies, and processes (e.g., funding, public opinion). Compares and contrasts how a variety of media covers the same event. Analyzes and compares historically significant speeches for the features that make them memorable. Analyzes types of arguments used by the speaker, including argument by causation, analogy, authority, emotion, and logic. 	<ul style="list-style-type: none"> Recognizes how diction, syntax, and delivery affect the mood and tone of oral communications. Evaluates the quality and effectiveness of a speaker’s key points, organization, and clarity of language. Analyzes the four basic types of persuasive speeches (statements of fact, value, problem and policy) for patterns of organization, persuasive language, reasoning, and proofs. Evaluates persuasive techniques for effectiveness. <ul style="list-style-type: none"> Appeals to emotion. Presents logical arguments. Supports with evidence (e.g., statistics, expert witness). Appeals to common needs and motives. Listens to and evaluates constructive criticism and attempts to improve performance. <p>Evaluates accuracy</p> <ul style="list-style-type: none"> Distinguishes between fact and opinion. Evaluates the accuracy and relevance of supportive data. <p>Generates accurate, organized notes from oral communication</p> <ul style="list-style-type: none"> Selects and uses effective note-taking styles (e.g., Cornell, outline, mapping). Selects a format for effective notes. Distinguishes between main and subordinate ideas. Records verbal communications accurately (e.g., occupational context, telephone messages, instructions, appointments, deadlines). <p>Follows oral directions</p> <ul style="list-style-type: none"> Follows multiple-step, oral directions. Asks clarifying questions when necessary. 	<p>SPEAKING <i>Communicates ideas clearly in standard English using techniques that give speech power and impact:</i></p> <p>Presence</p> <ul style="list-style-type: none"> Displays a command of subject matter. 🎓 Demonstrates appropriate dress and appearance for audience and situation. Demonstrates appropriate posture, gestures, facial expressions, and eye contact. Speaks from memory, outline, or notes. <p>Delivery</p> <ul style="list-style-type: none"> Uses delivery techniques effectively. <ul style="list-style-type: none"> Volume Tone of Voice Inflection Pace Enunciation Energy Conviction Audience Rapport Eliminates verbal distractions (e.g., “uhm,” “well”) and word crutches (e.g., “okay,” “you know,”). Adheres to allotted time. <p>Language</p> <ul style="list-style-type: none"> Uses language and varied techniques to engage interest and create a specific effect (e.g., startle, challenge, inspire). <ul style="list-style-type: none"> Rhetorical questions Use of humor Figurative language Personalization Characterization Uses correct content specific terms (e.g., modem, beaker, lathe). Uses correct grammar and syntax. Uses correct sentence structure. <p>Organization</p> <ul style="list-style-type: none"> Analyzes audience to identify: <ul style="list-style-type: none"> Delivery Language Presence Demographics Background History Organizes presentations effectively to convey message and purpose (e.g., chronology, sequence, parallelism). Selects and uses appropriate techniques. <ul style="list-style-type: none"> Effective, attention-getting introduction and thesis statement Transitions A strong conclusion Lists main points in notes for speech. Meets deadlines. <p>Resources</p> <ul style="list-style-type: none"> Uses props, visual aids, and multi-media to enhance understanding and appeal of presentations. Demonstrates appropriate use of lectern and microphone. Locates, uses, and documents literary quotations, anecdotes, quotations from authorities, statistics, and testimony as supportive devices. 	<p><i>Delivers presentations and/or responses using a variety of modes specific to the purpose:</i></p> <p>Inform/Describe</p> <ul style="list-style-type: none"> Describes an object including: <ul style="list-style-type: none"> Spatial content Speaker’s involvement Physical characteristics using concrete images, varying perspectives, and sensory detail. Narrates a sequence of autobiographical/fictional events: <ul style="list-style-type: none"> Locates scenes and incidents in specific places. Develops the narrative with concrete language and sensory detail. Varies the pace to reflect mood changes. Communicates significance. <p>Persuade</p> <ul style="list-style-type: none"> Structures ideas and arguments in a sustained, logical fashion, which moves the listener to the speaker’s point of view: 🎓 <ul style="list-style-type: none"> Selects an appropriate subject area with teacher guidance. Develops an original thesis on the topic. Structures ideas and arguments in a sustained and logical fashion (e.g., either statistics or expert opinions). Provides evidence in support of a position including information on relevant perspectives. Clarifies and defends positions with precise and relevant evidence. <ul style="list-style-type: none"> Identifies the source of evidence used. Substantiates the validity of evidence used. Includes specific rhetorical devices to back up assertions (e.g., appeal to logic through reasoning, appeal to emotional of ethical belief, personal anecdote, case study, or analogy). Uses research to gather information and clear up misunderstandings. <p>Oral Interpretation</p> <ul style="list-style-type: none"> Presents poems, sections of speeches, historical documents, or dramatic selections. Determines the appropriate preparation (e.g., length and timing, rate of speech, visual aids, diction) for an oral presentation to a specified audience or special interest group. L1, I 📌 Demonstrates an understanding of meaning. Determines methods of engaging an audience during an oral presentation. L2, T 📌 Emphasizes delivery skills rather than memorization. Evaluates delivery techniques appropriate to a specified audience (emphasis, diction, body language, tone of voice). L3, I 📌 <p>Demonstrate/Technical</p> <ul style="list-style-type: none"> Displays materials effectively to model the correct use of equipment, materials, physical objects, and concepts. <ul style="list-style-type: none"> Uses technical terms and notations accurately. Gives sequential, multi-step directions. 	<p>DISCUSSION <i>Participates respectfully in the exchange of ideas.</i></p> <ul style="list-style-type: none"> Participates actively in discussions. Facilitates group discussions. Refrains from making uninformed and/or irrelevant comments. Listens to others and waits for a suitable time to add comments or insights (e.g., doesn’t interrupt or dominate discussion). Builds on comments of others. Argues with the ideas presented rather than personally attacking the speaker or the person being discussed. Paraphrases to clarify understanding. Asks relevant and/or clarifying questions. Discovers multiple viewpoints and, if necessary to reach consensus, negotiates to find common ground. <p>Applies effective interviewing techniques</p> <ul style="list-style-type: none"> Applies sound interviewing techniques. <ul style="list-style-type: none"> Uses language that conveys the following: <ul style="list-style-type: none"> Maturity and presence appropriate to the situation. Sensitivity to the work situation and cultural environment. Respect for self and others. Prepares and asks relevant questions and notes responses. Listens carefully and responds effectively to questions. Evaluates the interview. Understands that technology and writing may be used in the interview process to gain or evaluate knowledge. Communicates effectively in occupational interactions. 	<p style="text-align: center;">A C A D E M I C S T A N D A R D S G R A D E 10</p>
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