

Professional & Technical Communication

Reading and Analysis.
Students will analyze a variety of digital and print texts to gather information and use as quality examples of professional and technical communication. **1**

- 1 Distinguish key differences in audience and purpose for professional and technical communications. 1.1**
- 2 Examine and evaluate the structure, format, and syntax of a variety of professional and technical communications. 1.2**
- 3 Determine the meaning of professional and technical vocabulary to aid comprehension and conduct research. 1.3**
- 4 Analyze and summarize information and data from multiple sources for reliability, relevance, accuracy, and rhetorical purpose. 1.4**

Oral Communication.
Students will engage in a variety of professional and technical oral communications. **2**

- 1 Develop professional and technical oral communication techniques using language, syntax, and organization that are appropriate to the audience, purpose, and context. 2.1**
- 2 Utilize appropriate delivery techniques (i.e., posture, gesture, eye contact, vocal expressiveness) to make presentations understandable. 2.2**
- 3 Participate in clarifying discussions about the format and content of professional and technical communications produced by self, peers, teams, and outside sources. 2.3**
- 4 Apply critical, empathetic, appreciative, and reflective listening skills in formal and informal situations. 2.4**

Print and Digital Communication.
Students will produce a variety of professional and technical written communications. **3**

- 1 Develop professional and technical written print and digital communications using language, syntax, format, and delivery methods that are appropriate to the audience, purpose, and context. 3.1**
- 2 Create charts, graphs, and other visuals using appropriate data to clarify professional and technical written digital and print communications. 3.2**
- 3 Employ ethical and lawful practices when utilizing intellectual property. 3.3**
- 4 Revise original pieces for content and style appropriate to the audience, purpose, and context. 3.4**