



Students will be able to employ effective speaking, writing, listening, and digital communication techniques.

Objective	Definition	Key Term	(3) Competence	(2) Building Capacity	(1) Exposure
Oral	Oral communication is designed to transfer knowledge, foster understanding, and to provide information for decision-making.	Delivery and central message	Delivery techniques (posture, gesture, eye contact, vocal expressiveness) are clear, consistent, appropriate; speaker presents as polished, confident, and credible; central message and content are clear, strongly supported, and appropriate to the audience at hand.	Delivery techniques (posture, gesture, eye contact, vocal expressiveness) make the presentation interesting, and the speaker presents as comfortable and credible; central message is clear and consistent with supporting material.	Delivery techniques make the presentation comprehensible; central message is basically understandable.
Listening	Listening is being able to openly and actively receive diverse messages.	Listening	Demonstrates advanced capacity to listen attentively and without interrupting; demonstrates ability to restate what was presented and clarify by asking probing questions; demonstrates sensitivity to the tone and purpose of interactions.	Demonstrates capacity to listen with attentive presence and without interrupting; demonstrates the ability to restate what was presented by asking clarifying questions; demonstrates sensitivity to the tone and purpose of interactions.	Demonstrates limited capacity to listen with attentive presence and without interrupting; demonstrates some ability to restate what was presented; demonstrates some sensitivity to the tone and purpose of interactions.