

Unit	Lesson	Lesson Objectives
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### Communications: Foundations of Communication

#### What is Human Communication?

- Define and explain the term communication.
- Identify the major forms and purposes of communication.
- Understand the benefits of the study of communication.

#### Elements and Characteristics of Human Communication

- Define and explain the 6 characteristics of human communication.
- Identify and explain the elements of human communication.

#### Principles of Communication

- Apply the 5 principles of effective communication to a variety of situations.
- Understand and explain the 5 principles of effective communication.

#### Ethics and Diversity: Culture and Communication

- Begin to develop culturally sensitive and ethical communication skills.
- Recognize ethical communication.
- Understand the influence of culture on communication.

#### Self-Concept and Self-Esteem

- Learn how to begin to develop self-awareness and healthy self-esteem.
- Understand self-concept and self-esteem.
- Understand the importance of self-concept and self-esteem to effective communication.

#### Self-Disclosure

- Identify factors influencing self-disclosure, including its rewards and dangers.
- Learn guidelines for self-disclosure and communication.
- Understand self-disclosure.

#### Perception

- Identify and explain the stages of perception.
- Learn ways to increase perceptual accuracy.
- Understand the links between perception and communication.

### Communications: Understanding Verbal and Nonverbal Messages

#### The Principles of Language

- Define and explain language.
- Explain the 4 meanings humans give language.
- Identify cultural principles that guide interpersonal, verbal communication.

#### The Power of Words

- Identify the ways words have power.
- Understand the effects of positive and negative verbal communication.

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**Using Verbal Messages Effectively**

- Identify the 5 steps for effective verbal communication.
- Understand how to use verbal communication to establish positive relationships.

**Ethics and Diversity: Confronting Bias in Language**

- Define and explain bias.
- Identify examples of biased language.
- Learn ways to avoid biased language.

**Communication and Technology: Etiquette on the Web**

- Apply web etiquette guidelines to online communication.
- Understand guidelines for appropriate online, verbal communication.

**The Characteristics of Nonverbal Communication**

- Understand how verbal and nonverbal messages are integrated.
- Understand the essential characteristics of non-verbal communication.

**Nonverbal Communication: Appearance, Gestures, and Expressions**

- Understand how eye contact and facial expressions communicate nonverbal messages.
- Understand how your appearance communicates nonverbal messages.
- Understand how your gestures, posture and movement communicate nonverbal messages.

**Nonverbal Communication: Touch, Voice, and Environment**

- Understand how changes in voice affect nonverbal communication.
- Understand how the physical environment affects nonverbal communication.
- Understand the role of touch in nonverbal communication.

**Communications: Listening and Responding; Culture and Gender Differences**

**The Listening Process**

- Identify and explain the 5 steps of the listening process.
- Understand the difference between hearing and listening.

**Listening Styles and Effective Listening**

- Identify strategies for effective listening.
- Understand and explain the various listening styles.

**Improving Responding Skills**

- Identify characteristics of effective responses.
- Understand and apply the principles of active listening.

**Cultural Contexts and Values in Communication**

- Identify and explain the cultural contexts and values that influence communication.
- Understand the importance of studying other cultures.

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<b>Gender and Communication</b>		
Understand the differences in how and what men and women communicate.		
Understand the different reasons men and women communicate.		
<b>Bridging Differences</b>		
Identify and explain the barriers encountered in intercultural communication.		
Understand how to overcome barriers in intercultural communication.		
<b>Communications: Interpersonal, Small Group, and Organizational Communication</b>		
<b>Interpersonal Communication</b>		
Identify and explain the 5 stages of interpersonal conversation.		
Understand conversational management strategies.		
Understand the difference between interpersonal and impersonal communication.		
<b>Stages of Relationship Development</b>		
Define the term relationship and identify different types of relationships.		
Identify and explain the stages of relationship development.		
<b>The Importance of Relationships</b>		
Discuss methods of enhancing different relationships.		
Understand the importance of friendships, family connections, and relationships with colleagues.		
<b>Ethics and Communication: Ethical Conflict</b>		
Describe the 3 styles of conflict management.		
Identify and explain the steps to effective conflict management.		
Understand the role of conflict in communication and relationships.		
<b>Dynamics of Groups and Teams</b>		
Identify the different roles filled by group or team members.		
Identify the types of power found in groups and teams.		
Understand the importance of rules and norms in groups and teams.		
<b>Effective Group Work</b>		
Identify and explain the characteristics of effective group members.		
Identify and explain the steps of effective group work.		
<b>Organizational Communication</b>		
Define the term organization.		
Identify and explain the characteristics of organizations.		
Understand the various types of organizational messages.		
<b>Speech: Introduction to Public Speaking</b>		
<b>The Importance of Public Speaking</b>		
Identify the essential characteristics of public speaking.		
Understand the benefits of studying public speaking.		

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		<p><b>Listening to and Critiquing Public Speeches</b></p> <ul style="list-style-type: none"> <li>Define and explain the term criticism.</li> <li>Explain the guidelines for effective listening.</li> <li>Understand and explain the guidelines for effective critiques of speeches.</li> </ul> <p><b>Managing Apprehension</b></p> <ul style="list-style-type: none"> <li>Define and explain the term apprehension.</li> <li>Learn ways to address the causes of apprehension.</li> <li>Understand the causes of apprehension.</li> </ul> <p><b>Identify Your Topic and Purpose</b></p> <ul style="list-style-type: none"> <li>Identify general standards for deciding on a speech topic.</li> <li>Identify the various public speaking purposes.</li> <li>Understand the methods of choosing and limiting a topic.</li> </ul> <p><b>Develop a Thesis</b></p> <ul style="list-style-type: none"> <li>Define and explain the term thesis.</li> <li>Understand the characteristics of an effective thesis statement.</li> <li>Understand the uses of the thesis.</li> </ul> <p><b>Analyze and Adapt to Your Audience</b></p> <ul style="list-style-type: none"> <li>Identify steps to adapt your speech to the audience.</li> <li>Understand how to learn about your audience.</li> <li>Understand the basic characteristics of audiences.</li> </ul>
		<p><b>Speech: Preparing and Delivering Your Speech</b></p> <p><b>Types of Supporting Materials</b></p> <ul style="list-style-type: none"> <li>Identify and explain the different types of supporting materials.</li> <li>Understand when to use the different types of supporting materials.</li> </ul> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>Define the term plagiarism.</li> <li>Identify and explain the steps of effective research.</li> <li>Understand how to avoid plagiarism in your speeches.</li> </ul> <p><b>Presentation Aids</b></p> <ul style="list-style-type: none"> <li>Identify the various types of presentation aids.</li> <li>Understand how to effectively use presentation aids.</li> <li>Understand why it is useful to have presentation aids.</li> </ul> <p><b>Organizing and Outlining Your Ideas</b></p> <ul style="list-style-type: none"> <li>Identify and explain the different ways to organize your information.</li> <li>Understand how to create an outline of your presentation.</li> <li>Understand how to identify your main points.</li> </ul>

Unit	Lesson	Lesson Objectives
		<p><b>Introductions, Conclusions, and Transitions</b></p> <ul style="list-style-type: none"> <li>Identify effective introductions.</li> <li>Recognize effective transitions.</li> <li>Understand effective conclusions.</li> </ul> <p><b>Wording Your Presentation</b></p> <ul style="list-style-type: none"> <li>Describe effective wording for speeches and presentations.</li> <li>Identify appropriate language for speeches and presentations.</li> </ul> <p><b>Methods of Delivery</b></p> <ul style="list-style-type: none"> <li>Identify and explain the different methods of delivery.</li> <li>Understand advantages and disadvantages of each type of delivery.</li> </ul> <p><b>Effective Vocal Delivery and Bodily Actions</b></p> <ul style="list-style-type: none"> <li>Discuss effective movements, gestures, and expressions.</li> <li>Identify and explain the important characteristics of effective vocal delivery.</li> </ul> <p><b>Rehearsal</b></p> <ul style="list-style-type: none"> <li>Identify and explain the steps for effective rehearsal.</li> <li>Understand the importance of rehearsal for effective public speaking.</li> </ul>
		<p><b>Speech: Informative and Persuasive Presentations</b></p> <p><b>Types of Informative Presentations</b></p> <ul style="list-style-type: none"> <li>Identify definition speeches.</li> <li>Recognize demonstration (“how-to”) speeches.</li> <li>Understand descriptive speeches.</li> </ul> <p><b>Organizing Your Informative Presentation</b></p> <ul style="list-style-type: none"> <li>Recognize the principles of effective informative speeches.</li> <li>Understand how to organize informative speeches.</li> </ul> <p><b>Tips for Clear and Interesting Presentations</b></p> <ul style="list-style-type: none"> <li>Explain how to make your presentation clear.</li> <li>Identify the strategies for making your presentation interesting.</li> </ul> <p><b>Goals of Persuasive Speaking</b></p> <ul style="list-style-type: none"> <li>Define persuasion.</li> <li>Identify and explain the three general goals of persuasive speaking.</li> </ul> <p><b>Persuasion Techniques</b></p> <ul style="list-style-type: none"> <li>Identify the 3 general principles of effective persuasion.</li> <li>Understand how to use logical, emotional, and credibility appeals to persuade.</li> </ul> <p><b>Developing Persuasive Speeches</b></p> <ul style="list-style-type: none"> <li>Describe the 3 types of persuasive speeches.</li> <li>Understand how to develop each of the 3 types of persuasive speeches.</li> </ul>