Odysseyware®

CURRICULUM OVERVIEW

Essentials of Communication

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Essentials of Communication Course Overview

Essentials of Communication: A Guide to Interacting Effectively in Today's World™ is a five-unit elective course for high school students. The materials cover fundamentals of the communication process important for successful interaction in a variety of social and professional settings. Students can use the course to gain and apply knowledge about communication theories, characteristics of language and language use, interpersonal relationships, group dynamics, and public speaking in order to interact more effectively with others.

The course seeks to help students expand their knowledge and skills as communicators so that they may achieve the following goals:

- Know and understand aspects of communication theories and processes appropriate to both social and professional settings.
- Use interpersonal communication strategies appropriately in social and professional settings.
- Effectively communicate in social and professional group settings.
- Plan, prepare, deliver, and evaluate formal and informal personal and professional presentations.

In attaining these goals, students will be better equipped to use communication to hone other life skills, including exchanging information, fulfilling social obligations, developing relationships, and understanding and meeting the needs of others.

Unit 1: Communication Foundations	
Assignments	
1. Course Overview	15. Perception and Communication Competence
2. Introduction to Communication	16. Project: Perception Checking
3. Types of Communication	17. Quiz 2: Perception and Communication
4. Project: Communication Log	18. Self and Communication
5. The Importance of Communication	19. Project: Looking Inward*
6. Project: Reflection*	20. Self-Concept and Competent Communication
7. Becoming a Competent Communicator	21. Project: Changing Your Self-Concept*
8. Project: Evaluating Communication Competence	22. Self-Disclosure
9. Project: Ethical Principles of Communication*	23. Quiz 3: Self and Communication
10. Quiz 1: Discovering the Foundations of Effective Communication	24. Special Project*
	25. Review
11. Introduction to Perception	26. Test
12. Project: Three Stages of Perception*	27. Alternate Test*
13. Influences on Perception	28. Glossary and Credits
14. Project: Overcoming Perception Influences*	

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Unit 2: Language Characteristics

Assignments

1.	The Nature of Language	14.	Quiz 2: Nonverbal Communication
2.	Language in Social Settings	15.	The Listening Process
3.	Project: Recognizing In-Language*	16.	Listening Styles
4.	The Functions of Language	17.	Project: Using Listening Styles
5.	Project: Using Responsible Language	18.	Listening Barriers
6.	Quiz 1: Language	19.	Project: Listening Strategies
7.	Nonverbal Communication	20.	Quiz 3: Listening
8.	Project: Recognizing Nonverbal Behavior	21.	Special Project*
9.	The Functions of Nonverbal Communication	22.	Review
10.	Types of Nonverbal Communication	23.	Test
11.	Project: Ethics and Impressions	24.	Alternate Test*
12.	Competent Nonverbal Communication	25.	Glossary and Credits
13.	Project: Observing Nonverbal Communication		

Unit 3: Interpersonal Relationships

Assignments

1.	Types of Interpersonal Relationships	15.	E-mail Etiquette
2.	Relationship Stages	16.	Criticism
3.	Project: Applying Knapp's Relational Model	17.	Project: Expressing Yourself Politely*
4.	Fluctuations in Relationship Development	18.	Quiz 3: Etiquette for Interpersonal Communication
5.	Quiz 1: Interpersonal Relationships	19.	Interviewing
6.	Conversation	20.	Preparing for an Interview
7.	Project: Are You a Good Conversationalist?*	21.	Project: Preparing for a Job Interview*
8.	Conversation Management	22.	Quiz 4: Interviewing
9.	Project: Practicing Cues	23.	Special Project*
10.	The Basics of Conversational Competence	24.	Review
11.	Quiz 2: Interpersonal Communication: Conversation	25.	Test
12.	Etiquette for Introductions	26.	Alternate Test*
13.	Project: Introductions	27.	Glossary and Credits
14.	Telephone Etiquette		

Unit 4: Understanding Groups

Assignments

1.	The Small Group	11.	Project: Identifying Leadership Styles
2.	Small Group Types and Formats	12.	Leadership Functions
3.	Project: Brainstorming	13.	Project: Evaluating Group Effectiveness
4.	Organizations	14.	Quiz 3: Group Leadership and Evaluation
5.	Quiz 1: Group Communication	15.	Special Project*
6.	Factors Affecting Group Dynamics	16.	Review
7.	Individual Competence in Groups	17.	Test
8.	Problem Solving in Groups	18.	Alternate Test*
9.	Quiz 2: Group Dynamics	19.	Glossary and Credits
10.	Leadership Styles		

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Unit 5: Presenting and Interpreting Public Messages	
Assignments	
1. Determining the Purpose and Choosing a Topic	17. Preparing Your Notes and Cues
2. Project: Defining Topic and Purpose	18. Project: Developing Speaking Notes
3. Project: Developing a Thesis Statement	19. Quiz 3: Organizing Speeches
4. Defining Your Audience	20. Preparing to Deliver a Speech
5. Project: Defining Your Audience	21. Project: Rehearsing Your Speech
6. Project: Developing a Preliminary Outline	22. Dealing with Apprehension
7. Quiz 1: Preparing Speeches	23. Delivering Group Presentations and Evaluating Speeches
8. Research	24. Project: Delivering and Evaluating Your Speech
9. Project: Conducting Research	25. Quiz 4: Delivering and Evaluating Speeches
10. Supporting Materials	26. Special Project*
11. Presenting the Topic Visually	27. Review
12. Project: Revising and Expanding the Outline	28. Test
13. Quiz 2: Supporting Speeches	29. Alternate Test*
14. Selecting an Organizational Pattern	30. Glossary and Credits
15. Outlining a Speech	
16. Project: Developing Your Outline	

Unit 6: Course Review and Exam	
Assignments	
1. Review	3. Alternate Exam*
2. Exam	

(*) Indicates alternative assignment