

Essentials of Communication

Unit	Lesson Title	Lesson Objectives
1 - COMMUNICATION FOUNDATIONS		
Comu01c01101d	Introduction to Communication	Define communication, its parts, process, and functions. Describe the Transactional Model process.
Comu01c01102d	Types of Communication	List and define the types of communication. Describe the relationships between mass media and its audiences.
Comu01c01p03d	Project: Communication Log	Monitor, analyze, and classify communication interactions. List and define the types of communication.
Comu01c01104d	The Importance of Communication	Defend the importance of effective communication skills.
Comu01c01p04a	Project: Reflection	Apply communication principles to personal experiences. Write an essay about a communication experience.
Comu01c01105d	Becoming a Competent Communicator	Find and use the keys to communication competence.
Comu01c01p06d	Project: Evaluating Communication Competence	Analyze and evaluate a communication exchange. Differentiate between formal and informal language as well as appropriate and inappropriate responses.
Comu01c01p06a	Project: Ethical Principles of Communication	Evaluate ethical principles through self-reflection. Apply ethical principles to communication situations.
Comu01c02108d	Introduction to Perception	Define perception and compare its three stages.
Comu01c02p08a	Project: Three Stages of Perception	Apply communication principles to personal experiences. Analyze a listening experience in terms of the three stages of perception.
Comu01c02109d	Influences on Perception	Identify five psychological processes of perception. Identify and analyze the use of stereotypes.
Comu01c02p09a	Project: Overcoming Perception Influences	Apply communication principles to real life experience. Develop practical solutions for managing influences on perception.
Comu01c02110d	Perception and Communication Competence	Understand and apply steps to increasing the accuracy of perceptions.
Comu01c02p11d	Project: Perception Checking	Apply strategies for monitoring and adjusting perception. Form multiple interpretations of an event.
Comu01c03113d	Self and Communication	Describe influences that affect your self-concept.
Comu01c03p13a	Project: Looking Inward	Identify and evaluate influences affecting your self-concept.
Comu01c03114d	Self-Concept and Competent Communication	Compile appropriate communication strategies. Label the quadrants of the Johari Window model and describe how, when one quadrant is larger than the others, it affects communication.
Comu01c03p14a	Project: Changing Your Self-Concept	Apply communication principles to real-life situations. Analyze and evaluate your self-concept in light of your own and others' perceptions. Set goals for improving your self-concept.
Comu01c03115d	Self-Disclosure	Discuss appropriate uses of self-disclosure.
Comu01r18d	Review	Review and reinforce Unit 1 communication concepts in preparation for a unit test.

Unit	Lesson Title	Lesson Objectives
2- LANGUAGE CHARACTERISTICS		
Comu02c01101d	The Nature of Language	Identify characteristics of oral language.
Comu02c01102d	Language in Social Settings	Identify characteristics of oral language and analyze standards for using informal, formal, and technical language appropriately. Demonstrate appropriate uses of informal, formal, and technical language.
Comu02c01p02a	Project: Recognizing In-Language	Identify examples of in-language.
Comu02c01103d	The Functions of Language	Define how language influences our thoughts, attitudes, and perceptions.
Comu02c01p04d	Project: Using Responsible Language	Distinguish between I-language and You-language.
Comu02c02106d	Nonverbal Communication	Identify and analyze effective use of nonverbal skills and strategies.
Comu02c02p07d	Project: Recognizing Nonverbal Behavior	Analyze and categorize types of nonverbal communication.
Comu02c02108d	The Functions of Nonverbal Communication	Identify and analyze effective use of nonverbal skills and strategies.
Comu02c02109d	Types of Nonverbal Communication	Identify and analyze effective use of nonverbal skills and strategies.
Comu02c02p10d	Project: Ethics and Impressions	Analyze the impact of nonverbal communication on personal impressions.
Comu02c02111d	Competent Nonverbal Communication	Identify and analyze effective use of nonverbal skills and strategies.
Comu02c02p12d	Project: Observing Nonverbal Communication	Identify and analyze effective use of nonverbal skills and strategies.
Comu02c03114d	The Listening Process	Identify and demonstrate use of the listening process components.
Comu02c03115d	Listening Styles	Identify and demonstrate types of listening.
Comu02c03p16d	Project: Using Listening Styles	Apply a variety of listening techniques to a speaking situation.
Comu02c03117d	Listening Barriers	Identify and demonstrate specific kinds of listening such as critical, informational (deliberative) and, empathic types.
Comu02c03p18d	Project: Listening Strategies	Apply listening strategies in a variety of contexts.
Comu02r21d	Review	Review and reinforce Unit 2 communication concepts in preparation for a unit test.

Unit	Lesson Title	Lesson Objectives
3- INTERPERSONAL RELATIONSHIPS		
Comu03c01101d	Types of Interpersonal Relationships	Identify and analyze types of interpersonal relationships and their purposes.
Comu03c01102d	Relationship Stages	Identify and analyze stages in an interpersonal relationship, based on Knapp's Relational Model.
Comu03c01p03d	Project: Applying Knapp's Relational Model	Assess real-life interpersonal relationships in light of Knapp's Relational Model.
Comu03c01104d	Fluctuations in Relationship Development	Apply problem-solving strategies to interpersonal communication issues. Examine relationship conflicts and propose strategies to achieve conflict resolution.
Comu03c02106d	Conversation	Evaluate and summarize your own and others' communication effectiveness based on the five-step model to communication.
Comu03c02p06a	Project: Are You a Good Conversationalist?	Analyze and compare conversations based on the five-step model of communication.
Comu03c02107d	Conversation Management	Evaluate and summarize your own and others' communication effectiveness. Select appropriate communication management skills (etiquette, protocol) in interpersonal communication.
Comu03c02p08d	Project: Practicing Cues	Apply conversational principles to a real-life situation.
Comu03c02109d	The Basics of Conversational Competence	Evaluate and summarize your own and others' communication effectiveness. Select appropriate communication and management skills (etiquette, protocol) in interpersonal communication. Participate appropriately in interpersonal communication situations in regard to different cultural and social backgrounds and settings.
Comu03c03111d	Etiquette for Introductions	Select appropriate communication management skills (etiquette, protocol) in interpersonal communication.
Comu03c03p12d	Project: Introductions	Apply communication principles of introduction etiquette to a variety of real-life situations.
Comu03c03113d	Telephone Etiquette	Select appropriate communication management skills (etiquette, protocol) in interpersonal communication.
Comu03c03114d	E-mail Etiquette	Select appropriate communication management skills (etiquette, protocol) in interpersonal communication.
Comu03c03115d	Criticism	Identify and analyze ethical and social responsibilities of communicators. Participate appropriately in interpersonal communication situations that involve different cultural and social backgrounds and settings.
Comu03c03p15a	Project: Expressing Yourself Politely	Apply communication skills to giving and receiving criticism.
Comu03c04117d	Interviewing	Analyze and apply the use of appropriate communication skills within interview settings.
Comu03c04118d	Preparing for an Interview	Analyze and apply the use of appropriate communication skills within interview settings. Select appropriate means of gathering and using accurate and complete information as a basis for making communication decisions.
Comu03c04p18a	Project: Preparing for a Job Interview	Apply interview skills to complete a job interview questionnaire.
Comu03r21d	Review	Review and reinforce Unit 3 communication concepts in preparation for a unit test.

Unit	Lesson Title	Lesson Objectives
4 - UNDERSTANDING GROUPS		
Comu04c01l01d	The Small Group	Identify and analyze types of group relationships and their purposes.
Comu04c01l02d	Small Group Types and Formats	Identify and analyze types of group relationships and their purposes. Identify and analyze appropriate channels of organizational communication.
Comu04c01p03d	Project: Brainstorming	Work with a small task group to brainstorm ideas.
Comu04c01l04d	Organizations	Analyze small group behavior to increase effectiveness. Identify and analyze types of group relationships and their purposes. Identify and analyze appropriate channels of organizational communication.
Comu04c02l06d	Factors Affecting Group Dynamics	Demonstrate group dynamics and processes for effective participation in groups.
Comu04c02l07d	Individual Competence in Groups	Identify group dynamics and processes for effective participation in groups. Demonstrate appropriate communication skills (verbal, nonverbal, listening) to encourage group effectiveness.
Comu04c02l08d	Problem Solving in Groups	Analyze a problem given to a group and develop an effective means of solving the problem. Identify and demonstrate appropriate communication skills (verbal, nonverbal, listening) to encourage group effectiveness.
Comu04c03l10d	Leadership Styles	Identify and demonstrate leadership skills in a group culture. Demonstrate effective communication skills in a group leadership.
Comu04c03p11d	Project: Identifying Leadership Styles	Analyze leadership characteristics and classify according to leadership style.
Comu04c03l12d	Leadership Functions	Identify and demonstrate leadership skills in group culture. Demonstrate effective communication skills in group leadership. Analyze the participation of group members and evaluate group effectiveness.
Comu04c03p13d	Project: Evaluating Group Effectiveness	Analyze the participation of group members and evaluate group effectiveness.
Comu04r16d	Review	Review and reinforce Unit 4 communication concepts in preparation for a unit test.

Unit	Lesson Title	Lesson Objectives
5 - PRESENTING AND INTERPRETING PUBLIC MESSAGES		
Comu05c01101d	Determining the Purpose and Choosing a Topic	Define the audience, topic, and purpose(s) of a speech.
Comu05c01p02d	Project: Defining Topic and Purpose	Select a topic for a ten-minute speech. Determine the purpose for a speech: to inform, persuade, or entertain.
Comu05c01p03d	Project: Developing a Thesis Statement	Identify characteristics of thesis statements. Write a thesis statement for a speech.
Comu05c01104d	Defining Your Audience	Define the audience, topic, and purpose(s) for a speech.
Comu05c01p05d	Project: Defining Your Audience	Define audience type, demographics, and occasion for a speech.
Comu05c01p06d	Project: Developing a Preliminary Outline	Devise and organize speech thesis statements and outlines.
Comu05c02108d	Research	Use research techniques in developing a topic.
Comu05c02p09d	Project: Conducting Research	Research a topic in preparation for a speech.
Comu05c02110d	Supporting Materials	Use reliable information to support the content of a speech.
Comu05c02111d	Presenting the Topic Visually	Use visual and/or auditory aids to support and present a speech.
Comu05c02p12d	Project: Revising and Expanding the Outline	Revise a preliminary outline to incorporate research.
Comu05c03114d	Selecting an Organizational Pattern	Identify and use appropriate organizational patterns to prepare a speech.
Comu05c03115d	Outlining a Speech	Devise a presentation outline.
Comu05c03p16d	Project: Developing Your Outline	Develop a skeleton outline for a speech.
Comu05c03117d	Preparing Your Notes and Cues	Use scripts or notes to present a speech.
Comu05c03p18d	Project: Developing Speaking Notes	Develop a keyword outline and note cards for a speech.
Comu05c04120d	Preparing to Deliver a Speech	Know the types and strategies of speech delivery.
Comu05c04p21d	Project: Rehearsing Your Speech	Know the types and strategies of speech delivery. Apply critical-listening strategies for presentation evaluation. Prepare and present an individual presentation to inform, persuade, or motivate the audience, using traditional tools.
Comu05c04122d	Dealing with Apprehension	Apply strategies to manage apprehension, to build confidence, and to elicit control of a speech.
Comu05c04123d	Delivering Group Presentations and Evaluating Speeches	Research, prepare, and participate in a persuasive group discussion or debate. Apply critical-listening strategies for presentation evaluation.
Comu05c04p24d	Project: Delivering and Evaluating Your Speech	Give a ten-minute speech using a keyword outline and/or note cards. Evaluate a speech based on a set of guidelines.
Comu05r27d	Review	Review and reinforce Unit 5 communication concepts in preparation for a unit test.

6 - COURSE REVIEW AND TEST

Comu06r01d	Course Review	Review and reinforce communication concepts from Units 1–5 in preparation for the final exam.
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