

Proclamation 2020 Correlations to the Texas Essential Knowledge and Skills (TEKS): Student/Teacher Material	
Subject	Chapter 110. Texas Essential Knowledge and Skills for English Language Arts and Reading
Subchapter	Subchapter C. High School
Course	§10.58. Communication Applications (One-Half Credit)
Publisher	Perfection Learning Corporation
Program Title	Projects in Professional Communications
Program ISBN	9781531149314
Program Title (identical content)	Projects in Professional Communications (online only)
Program ISBN (identical content)	9781531149388
TEKS %	100.00%

(a) Introduction

(1) Understanding and developing skills in communication are fundamental to all other learning and to all levels of human interaction. For successful participation in professional and social life, students must develop effective communication skills. Rapidly expanding technologies and changing social and corporate systems demand that students send clear verbal messages, choose effective nonverbal behaviors, listen for desired results, and apply valid critical-thinking and problem-solving processes. Students enrolled in Communication Applications will be expected to identify, analyze, develop, and evaluate communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations.

(2) For high school students whose first language is not English, the student's native language serves as a foundation for English language acquisition and language learning.

(3) Statements that contain the word "including" reference content that must be mastered, while those containing the phrase "such as" are intended as possible illustrative examples.

(4) The essential knowledge and skills as well as the student expectations for Communication Applications are described in subsection (b) of this section.

(b) Knowledge and Skills.

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(A) explain the importance of effective communication skills in professional and social contexts	(i) explain the importance of effective communication skills in professional contexts	Student/Teacher	Narrative	9781682407561 9781531149505	6	Projects in Professional Communications Student Edition: The World of Professional Communications, paragraph 1	Student Book, page(s) 6
			Student/Teacher	Activity	9781682407561 9781531149505	30	Projects in Professional Communications Student Edition: Reviewing Key Idea 1	Student Book, page(s) 30
			Student/Teacher	Narrative	9781682407561 9781531149505	88	Projects in Professional Communications Student Edition: Key Point and Professional Importance	Student Book, page(s) 88
			Student/Teacher	Activity	9781682407561 9781531149505	174	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 174
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(A) explain the importance of effective communication skills in professional and social contexts	(ii) explain the importance of effective communication skills in social contexts	Student/Teacher	Narrative	9781682407561 9781531149505	88	Projects in Professional Communications Student Edition: Key Point and Social Importance	Student Book, page(s) 88
			Student/Teacher	Activity	9781682407561 9781531149505	99	Projects in Professional Communications Student Edition: Make Connections	Student Book, page(s) 99
			Student/Teacher	Narrative	9781682407561 9781531149505	91	Projects in Professional Communications Student Edition: Content	Student Book, page(s) 91
			Student/Teacher	Activity	9781682407561 9781531149505	131	Projects in Professional Communications Student Edition: Speak Up	Student Book, page(s) 131
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(B) identify the components of the communication process and their functions	(i) identify the components of the communication process	Student/Teacher	Narrative	9781682407561 9781531149505	91	Projects in Professional Communications Student Edition: A Model of the Communication Process pages 91–94	Student Book, page(s) 91
			Student/Teacher	Activity	9781682407561 9781531149505	99	Projects in Professional Communications Student Edition: Make Connections: <i>Sid Bullard and Pita</i>	Student Book, page(s) 99
			Student/Teacher	Narrative	9781682407561 9781531149505	96	Projects in Professional Communications Student Edition: Expanding the Communication Model	Student Book, page(s) 96
			Student/Teacher	Activity	9781682407561 9781531149505	104	Projects in Professional Communications Student Edition: Reviewing Key Ideas 3–4	Student Book, page(s) 104
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(B) identify the components of the communication process and their functions	(ii) identify the [components of the communication process'] functions	Student/Teacher	Narrative	9781682407561 9781531149505	91	Projects in Professional Communications Student Edition: A Model of the Communication Process pages 91–94	Student Book, page(s) 91
			Student/Teacher	Activity	9781682407561 9781531149505	99	Projects in Professional Communications Student Edition: Make Connections: <i>Sid Bullard and Pita</i>	Student Book, page(s) 99
			Student/Teacher	Narrative	9781682407561 9781531149505	96	Projects in Professional Communications Student Edition: Expanding the Communication Model	Student Book, page(s) 96
			Student/Teacher	Activity	9781682407561 9781531149505	101	Projects in Professional Communications Student Edition: Columns 1 and 2 of rubric	Student Book, page(s) 101
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	(i) identify standards for making appropriate communication choices for self	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language	Student Book, page(s) 95
			Student/Teacher	Activity	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 95
			Student/Teacher	Narrative	9781682407561 9781531149505	90	Projects in Professional Communications Student Edition: Standards for Communication Decisions	Student Book, page(s) 90
			Student/Teacher	Activity	9781682407561 9781531149505	104	Projects in Professional Communications Student Edition: Reviewing Key Idea 2	Student Book, page(s) 104
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs	
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	(ii) identify standards for making appropriate communication choices for listener	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language for Audience	Student Book, page(s) 95	
			Student/Teacher	Activity	9781682407561 9781531149505	99	Projects in Professional Communications Student Edition: Make Connections	Student Book, page(s) 99	
			Student/Teacher	Narrative	9781682407561 9781531149505	428	Projects in Professional Communications Student Edition: Communicating with a Variety of Audiences	Student Book, page(s) 428	
			Student/Teacher	Activity	9781682407561 9781531149505	432	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 432	
			Student/Teacher	None					
			Teacher Only	Narrative					
			Teacher Only	Activity					
			Teacher Only	None					
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	(iii) identify standards for making appropriate communication choices for occasion	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language for Situation	Student Book, page(s) 95	
			Student/Teacher	Activity	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 95	
			Student/Teacher	Narrative	9781682407561 9781531149505	121	Projects in Professional Communications Student Edition: Appropriateness for the Situation	Student Book, page(s) 121	
			Student/Teacher	Activity	9781682407561 9781531149505	99	Projects in Professional Communications Student Edition: Make Connections 2nd bullet point	Student Book, page(s) 99	
			Student/Teacher	None					
			Teacher Only	Narrative					
			Teacher Only	Activity					
			Teacher Only	None					
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(C) identify standards for making appropriate communication choices for self, listener, occasion, and task	(iv) identify standards for making appropriate communication choices for task	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language for Purpose	Student Book, page(s) 95	
			Student/Teacher	Activity	9781682407561 9781531149505	104	Projects in Professional Communications Student Edition: Reviewing key ideas #2	Student Book, page(s) 104	
			Student/Teacher	Narrative	9781682407561 9781531149505	121	Projects in Professional Communications Student Edition: Appropriateness for the Purpose	Student Book, page(s) 121	
			Student/Teacher	Activity	9781682407561 9781531149505	123	Projects in Professional Communications Student Edition: Make Connections 4th bullet point	Student Book, page(s) 123	
			Student/Teacher	None					
			Teacher Only	Narrative					
			Teacher Only	Activity					
			Teacher Only	None					
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(D) identify the characteristics of oral language and analyze standards for using informal, standard, and technical language appropriately	(i) identify the characteristics of oral language	Student/Teacher	Narrative	9781682407561 9781531149505	108	Projects in Professional Communications Student Edition: Identifying Characteristics of Oral Language	Student Book, page(s) 108	
			Student/Teacher	Activity	9781682407561 9781531149505	128	Projects in Professional Communications Student Edition: Reviewing Key Idea 1	Student Book, page(s) 128	
			Student/Teacher	Narrative	9781682407561 9781531149505	109	Projects in Professional Communications Student Edition: Characteristics of Language	Student Book, page(s) 109	
			Student/Teacher	Activity	9781682407561 9781531149505	112	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 112	
			Student/Teacher	None					
			Teacher Only	Narrative					
			Teacher Only	Activity					
			Teacher Only	None					
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(D) identify the characteristics of oral language and analyze standards for using informal, standard, and technical language appropriately	(ii) analyze standards for using informal language appropriately	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language for latent	Student Book, page(s) 95	
			Student/Teacher	Activity	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 95	
			Student/Teacher	Narrative	9781682407561 9781531149505	111	Projects in Professional Communications Student Edition: Standard vs Nonstandard English Chart	Student Book, page(s) 111	
			Student/Teacher	Activity	9781682407561 9781531149505	115	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 115	
			Student/Teacher	None					
			Teacher Only	Narrative					
			Teacher Only	Activity					
			Teacher Only	None					
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(D) identify the characteristics of oral language and analyze standards for using informal, standard, and technical language appropriately	(iii) analyze standards for using standard language appropriately	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language for latent	Student Book, page(s) 95	
			Student/Teacher	Activity	9781682407561 9781531149505	112	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 112	
			Student/Teacher	Narrative	9781682407561 9781531149505	111	Projects in Professional Communications Student Edition: Standard vs Nonstandard English Chart	Student Book, page(s) 111	
			Student/Teacher	Activity	9781682407561 9781531149505	115	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 115	
			Student/Teacher	None					
			Teacher Only	Narrative					
			Teacher Only	Activity					
			Teacher Only	None					
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(D) identify the characteristics of oral language and analyze standards for using informal, standard, and technical language appropriately	(iv) analyze standards for using technical language appropriately	Student/Teacher	Narrative	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Adapting Language for latent	Student Book, page(s) 95	
			Student/Teacher	Activity	9781682407561 9781531149505	95	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 95	
			Student/Teacher	Narrative	9781682407561 9781531149505	111	Projects in Professional Communications Student Edition: Key Point	Student Book, page(s) 111	
			Student/Teacher	Activity	9781682407561 9781531149505	422	Projects in Professional Communications Student Edition: Workplace Workday	Student Book, page(s) 422	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(E) identify types of nonverbal communication and their effects	(i) identify types of nonverbal communication	Student/Teacher	Narrative	9781682407561 9781531149505	132	Projects in Professional Communications Student Edition: Types of Nonverbal Communication	Student Book, page(s) 132
			Student/Teacher	Activity	9781682407561 9781531149505	133	Projects in Professional Communications Student Edition: Speak Up	Student Book, page(s) 133
			Student/Teacher	Narrative	9781682407561 9781531149505	133	Projects in Professional Communications Student Edition: Communicating with Body Language	Student Book, page(s) 133
			Student/Teacher	Activity	9781682407561 9781531149505	136	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 136
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(E) identify types of nonverbal communication and their effects	(ii) identify (nonverbal communication's) effects	Student/Teacher	Narrative	9781682407561 9781531149505	139	Projects in Professional Communications Student Edition: The Effects of Nonverbal Communication	Student Book, page(s) 139
			Student/Teacher	Activity	9781682407561 9781531149505	141	Projects in Professional Communications Student Edition: Preparing the Project	Student Book, page(s) 141
			Student/Teacher	Narrative	9781682407561 9781531149505	140	Projects in Professional Communications Student Edition: The Message in the Movement	Student Book, page(s) 140
			Student/Teacher	Activity	9781682407561 9781531149505	146	Projects in Professional Communications Student Edition: Reviewing Key Item #1	Student Book, page(s) 146
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(F) recognize the importance of effective nonverbal strategies such as appearance, a firm handshake, direct eye contact, and appropriate use of space and distance	(i) recognize the importance of effective nonverbal strategies	Student/Teacher	Narrative	9781682407561 9781531149505	133	Projects in Professional Communications Student Edition: Communicating with Body Language	Student Book, page(s) 133
			Student/Teacher	Activity	9781682407561 9781531149505	136	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 136
			Student/Teacher	Narrative	9781682407561 9781531149505	135	Projects in Professional Communications Student Edition: Posture and Stance	Student Book, page(s) 135
			Student/Teacher	Activity	9781682407561 9781531149505	146	Projects in Professional Communications Student Edition: Reviewing Key Item 1-2	Student Book, page(s) 146
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(G) identify the components of the listening process	(i) identify the components of the listening process	Student/Teacher	Narrative	9781682407561 9781531149505	150	Projects in Professional Communications Student Edition: The Listening Process and Its Components	Student Book, page(s) 150
			Student/Teacher	Activity	9781682407561 9781531149505	154	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 154
			Student/Teacher	Narrative	9781682407561 9781531149505	151	Projects in Professional Communications Student Edition: Components of the Listening Process	Student Book, page(s) 151
			Student/Teacher	Activity	9781682407561 9781531149505	164	Projects in Professional Communications Student Edition: Reviewing Key Item 2	Student Book, page(s) 164
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(H) identify specific kinds of listening such as critical, deliberative, and empathic	(i) identify specific kinds of listening	Student/Teacher	Narrative	9781682407561 9781531149505	152	Projects in Professional Communications Student Edition: Types of Listening and Key Point	Student Book, page(s) 152
			Student/Teacher	Activity	9781682407561 9781531149505	154	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 154
			Student/Teacher	Narrative	9781682407561 9781531149505	159	Projects in Professional Communications Student Edition: Listening Strategies, last paragraph	Student Book, page(s) 159
			Student/Teacher	Activity	9781682407561 9781531149505	165	Projects in Professional Communications Student Edition: Interpreting Tables	Student Book, page(s) 165
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(I) recognize the importance of gathering and using accurate and complete information as a basis for making communication decisions	(i) recognize the importance of gathering accurate information as a basis for making communication decisions	Student/Teacher	Narrative	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Getting the Whole Story and Key Point	Student Book, page(s) 177
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407561 9781531149505	460	Projects in Professional Communications Student Edition: Informational Benefits	Student Book, page(s) 460
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Interpreting Graphics	Student Book, page(s) 197
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(i) recognize the importance of gathering and using accurate and complete information as a basis for making communication decisions	(ii) recognize the importance of using accurate information as a basis for making communication decisions	Student/Teacher	Narrative	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Getting the Whole Story and Key Point	Student Book, page(s) 177
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407561 9781531149505	460	Projects in Professional Communications Student Edition: Informational Reports	Student Book, page(s) 460
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Interpreting Graphics	Student Book, page(s) 197
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(i) recognize the importance of gathering and using accurate and complete information as a basis for making communication decisions	(iii) recognize the importance of gathering complete information as a basis for making communication decisions	Student/Teacher	Narrative	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Getting the Whole Story and Key Point	Student Book, page(s) 177
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407561 9781531149505	460	Projects in Professional Communications Student Edition: Informational Reports	Student Book, page(s) 460
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Interpreting Graphics	Student Book, page(s) 197
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(i) recognize the importance of gathering and using accurate and complete information as a basis for making communication decisions	(iv) recognize the importance of using complete information as a basis for making communication decisions	Student/Teacher	Narrative	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Getting the Whole Story and Key Point	Student Book, page(s) 177
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407561 9781531149505	460	Projects in Professional Communications Student Edition: Informational Reports	Student Book, page(s) 460
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Interpreting Graphics	Student Book, page(s) 197
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(j) identify and analyze ethical and social responsibilities of communicators	(i) identify ethical responsibilities of communicators	Student/Teacher	Narrative	9781682407561 9781531149505	16	Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communicators, Identify Responsibilities	Student Book, page(s) 16
			Student/Teacher	Activity	9781682407561 9781531149505	30	Projects in Professional Communications Student Edition: Reviewing Key Idea 3	Student Book, page(s) 30
			Student/Teacher	Narrative	9781682407561 9781531149505	17	Projects in Professional Communications Student Edition: Analyze Responsibilities, Communication is ethical	Student Book, page(s) 17
			Student/Teacher	Activity	9781682407561 9781531149505	31	Projects in Professional Communications Student Edition: In the Media 5	Student Book, page(s) 31
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(j) identify and analyze ethical and social responsibilities of communicators	(ii) identify social responsibilities of communicators	Student/Teacher	Narrative	9781682407561 9781531149505	16	Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communicators, paragraph 2	Student Book, page(s) 16
			Student/Teacher	Activity	9781682407561 9781531149505	30	Projects in Professional Communications Student Edition: Reviewing Key Idea 2	Student Book, page(s) 30
			Student/Teacher	Narrative	9781682407561 9781531149505	17	Projects in Professional Communications Student Edition: Analyze Responsibilities, Communication Is Socially Responsible	Student Book, page(s) 17
			Student/Teacher	Activity	9781682407561 9781531149505	31	Projects in Professional Communications Student Edition: In the Media 5	Student Book, page(s) 31
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(j) identify and analyze ethical and social responsibilities of communicators	(iii) analyze ethical responsibilities of communicators	Student/Teacher	Narrative	9781682407561 9781531149505	17	Projects in Professional Communications Student Edition: Analyze Responsibilities	Student Book, page(s) 17
			Student/Teacher	Activity	9781682407561 9781531149505	30	Projects in Professional Communications Student Edition: Reviewing Key Idea 3	Student Book, page(s) 30
			Student/Teacher	Narrative	9781682407561 9781531149505	17	Projects in Professional Communications Student Edition: Analyze Responsibilities, Communication is ethical	Student Book, page(s) 17
			Student/Teacher	Activity	9781682407561 9781531149505	82	Projects in Professional Communications Student Edition: Workplace Workout	Student Book, page(s) 82
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(j) identify and analyze ethical and social responsibilities of communicators	(iv) analyze social responsibilities of communicators	Student/Teacher	Narrative	9781682407561 9781531149505	16	Projects in Professional Communications Student Edition: Ethical and Social Responsibilities of Communicators, paragraph 2	Student Book, page(s) 16
			Student/Teacher	Activity	9781682407561 9781531149505	30	Projects in Professional Communications Student Edition: Reviewing Key Idea 2	Student Book, page(s) 30
			Student/Teacher	Narrative	9781682407561 9781531149505	17	Projects in Professional Communications Student Edition: Analyze Responsibilities, Communication Is Socially Responsible	Student Book, page(s) 17

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Activity	9781682407561 9781531144905	82	Projects in Professional Communications Student Edition: Workplace Workout	Student Book, page(s) 82
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(K) recognize and analyze appropriate channels of communication in organizations	(i) recognize appropriate channels of communication in organizations	Student/Teacher	Narrative	9781682407561 9781531144905	94	Projects in Professional Communications Student Edition: Channel	Student Book, page(s) 94
			Student/Teacher	Activity	9781682407561 9781531144905	170	Projects in Professional Communications Student Edition: Chapter Project, completed on pages 191-193	Student Book, page(s) 170
			Student/Teacher	Narrative	9781682407561 9781531144905	177	Projects in Professional Communications Student Edition: Using Appropriate Channels	Student Book, page(s) 177
			Student/Teacher	Activity	9781682407561 9781531144905	180	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 180
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(1) Communication process. The student demonstrates knowledge of various communication processes in professional and social contexts. The student is expected to:	(K) recognize and analyze appropriate channels of communication in organizations	(ii) analyze appropriate channels of communication in organizations	Student/Teacher	Narrative	9781682407561 9781531144905	94	Projects in Professional Communications Student Edition: Channel	Student Book, page(s) 94
			Student/Teacher	Activity	9781682407561 9781531144905	180	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 180
			Student/Teacher	Narrative	9781682407561 9781531144905	178	Projects in Professional Communications Student Edition: Analyze Appropriate Channels	Student Book, page(s) 178
			Student/Teacher	Activity	9781682407561 9781531144905	196	Projects in Professional Communications Student Edition: Extending Your Understanding 2	Student Book, page(s) 196
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(i) identify types of professional relationships	Student/Teacher	Narrative	9781682407578 9781531144921	HL.1.a	Teacher Toolkit: Professional and Social Relationships	Teacher Toolkit, page(s) HL.1.a
			Student/Teacher	Activity	9781682407578 9781531144921	HL.1.b	Teacher Toolkit: Professional and Social Relationships Activity Sheet	Teacher Toolkit, page(s) HL.1.b
			Student/Teacher	Narrative	9781682407561 9781531144905	178	Projects in Professional Communications Student Edition: paragraphs 1-4	Student Book, page(s) 178
			Student/Teacher	Activity	9781682407561 9781531144905	196	Projects in Professional Communications Student Edition: Extending Your Understanding, 2-3	Student Book, page(s) 196
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(ii) identify types of social relationships	Student/Teacher	Narrative	9781682407578 9781531144921	HL.1.a	Teacher Toolkit: Professional and Social Relationships	Teacher Toolkit, page(s) HL.1.a
			Student/Teacher	Activity	9781682407578 9781531144921	HL.1.b	Teacher Toolkit: Professional and Social Relationships Activity Sheet	Teacher Toolkit, page(s) HL.1.b
			Student/Teacher	Narrative	9781682407561 9781531144905	172	Projects in Professional Communications Student Edition: Interpersonal Relationships	Student Book, page(s) 172
			Student/Teacher	Activity	9781682407561 9781531144905	171	Projects in Professional Communications Student Edition: Speak Up	Student Book, page(s) 171
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iii) identify [professional relationships]' importance	Student/Teacher	Narrative	9781682407578 9781531144921	HL.1.a	Teacher Toolkit: Professional and Social Relationships	Teacher Toolkit, page(s) HL.1.a
			Student/Teacher	Activity	9781682407578 9781531144921	HL.1.b	Teacher Toolkit: Professional and Social Relationships Activity Sheet	Teacher Toolkit, page(s) HL.1.b
			Student/Teacher	Narrative	9781682407561 9781531144905	173	Projects in Professional Communications Student Edition: Expectations in Interpersonal social situations chart	Student Book, page(s) 173
			Student/Teacher	Activity	9781682407561 9781531144905	183	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(iv) identify [social relationships]' importance	Student/Teacher	Narrative	9781682407578 9781531144921	HL.1.a	Teacher Toolkit: Professional and Social Relationships	Teacher Toolkit, page(s) HL.1.a
			Student/Teacher	Activity	9781682407578 9781531144921	HL.1.b	Teacher Toolkit: Professional and Social Relationships Activity Sheet	Teacher Toolkit, page(s) HL.1.b
			Student/Teacher	Narrative	9781682407561 9781531144905	172	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 172
			Student/Teacher	Activity	9781682407578 9781531144921	33	Teacher Toolkit: Interpersonal Communication Activity Sheet	Teacher Toolkit, page(s) 33
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(v) identify the purposes [professional relationships] serve	Student/Teacher	Narrative	9781682407578 9781531149321	111 a	Teacher Toolkit: Professional and Social Relationships	Teacher Toolkit, page(s) 111 a
			Student/Teacher	Activity	9781682407578 9781531149321	111 b	Teacher Toolkit: Professional and Social Relationships Activity Sheet	Teacher Toolkit, page(s) 111 b
			Student/Teacher	Narrative	9781682407561 9781531149505	173	Projects in Professional Communications Student Edition: Expectations in Interpersonal social situations chart	Student Book, page(s) 173
			Student/Teacher	Activity	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 182
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(A) identify types of professional and social relationships, their importance, and the purposes they serve	(vi) identify the purposes [social relationships] serve	Student/Teacher	Narrative	9781682407578 9781531149321	111 a	Teacher Toolkit: Professional and Social Relationships	Teacher Toolkit, page(s) 111 a
			Student/Teacher	Activity	9781682407578 9781531149321	111 b	Teacher Toolkit: Professional and Social Relationships Activity Sheet	Teacher Toolkit, page(s) 111 b
			Student/Teacher	Narrative	9781682407561 9781531149505	172	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 172
			Student/Teacher	None				
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(B) employ appropriate verbal, nonverbal, and listening skills to enhance interpersonal relationships	(i) employ appropriate verbal skills to enhance interpersonal relationships	Student/Teacher	Narrative	9781682407561 9781531149505	174	Projects in Professional Communications Student Edition: Use Effective Communications Skills, cont'd through p.177	Student Book, page(s) 174
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: Conversations	Student Book, page(s) 183
			Student/Teacher	Activity	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(B) employ appropriate verbal, nonverbal, and listening skills to enhance interpersonal relationships	(ii) employ appropriate nonverbal skills to enhance interpersonal relationships	Student/Teacher	Narrative	9781682407561 9781531149505	133	Projects in Professional Communications Student Edition: Communicating with Body Language cont'd to p.136	Student Book, page(s) 133
			Student/Teacher	Activity	9781682407561 9781531149505	136	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 136
			Student/Teacher	Narrative	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Monitor Body Language	Student Book, page(s) 177
			Student/Teacher	Activity	9781682407561 9781531149505	147	Projects in Professional Communications Student Edition: Extending Your Understanding 3	Student Book, page(s) 147
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(B) employ appropriate verbal, nonverbal, and listening skills to enhance interpersonal relationships	(iii) employ appropriate listening skills to enhance interpersonal relationships	Student/Teacher	Narrative	9781682407561 9781531149505	152	Projects in Professional Communications Student Edition: Types of Listening cont'd to p.154	Student Book, page(s) 152
			Student/Teacher	Activity	9781682407561 9781531149505	150	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 150
			Student/Teacher	Narrative	9781682407561 9781531149505	155	Projects in Professional Communications Student Edition: Overcoming Listening Barriers cont'd to p.158	Student Book, page(s) 155
			Student/Teacher	Activity	9781682407561 9781531149505	164	Projects in Professional Communications Student Edition: Extending Your Understanding 1-3	Student Book, page(s) 164
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(C) use communication management skills to develop appropriate assertiveness, tact, and courtesy	(i) use communication management skills to develop appropriate assertiveness	Student/Teacher	Narrative	9781682407561 9781531149505	175	Projects in Professional Communications Student Edition: Be Assertive	Student Book, page(s) 175
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Making Requests	Student Book, page(s) 182
			Student/Teacher	None				
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(C) use communication management skills to develop appropriate assertiveness, tact, and courtesy	(ii) use communication management skills to develop appropriate tact	Student/Teacher	Narrative	9781682407561 9781531149505	175	Projects in Professional Communications Student Edition: Use Tact	Student Book, page(s) 175
			Student/Teacher	Activity	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
			Student/Teacher	Narrative	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: 2 Tact	Student Book, page(s) 183
			Student/Teacher	Activity	9781682407561 9781531149505	230	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 230
			Student/Teacher	None				
			Teacher Only	Narrative				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(C) use communication management skills to develop appropriate assertiveness, tact, and courtesy	(iii) use communication management skills to develop appropriate courtesy	Student/Teacher	Narrative	9781682407561 9781531149505	175	Projects in Professional Communications Student Edition: Be Courteous	Student Book, page(s) 175
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: 3 Courtesy	Student Book, page(s) 183
			Student/Teacher	Activity	9781682407561 9781531149505	220	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 220
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(D) use professional etiquette and protocol in situations such as making introductions, speaking on the telephone, and offering and receiving criticism	(i) use professional etiquette in situations	Student/Teacher	Narrative	9781682407561 9781531149505	180	Projects in Professional Communications Student Edition: Observing Professional Etiquette	Student Book, page(s) 180
			Student/Teacher	Activity	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 182
			Student/Teacher	Narrative	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: Conversations	Student Book, page(s) 183
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: In the Media 5	Student Book, page(s) 197
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(D) use professional etiquette and protocol in situations such as making introductions, speaking on the telephone, and offering and receiving criticism	(ii) use professional protocol in situations	Student/Teacher	Narrative	9781682407561 9781531149505	175	Projects in Professional Communications Student Edition: first complete paragraph	Student Book, page(s) 175
			Student/Teacher	Activity	9781682407561 9781531149505	180	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 180
			Student/Teacher	Narrative	9781682407561 9781531149505	180	Projects in Professional Communications Student Edition: Observing Professional Etiquette	Student Book, page(s) 180
			Student/Teacher	Activity	9781682407561 9781531149505	183	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(i) send clear requests	Student/Teacher	Narrative	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Making Requests and Key Point	Student Book, page(s) 182
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407578 9781531149321	H.4.a	Teacher Toolkit: Sending Clear and Appropriate Requests	Teacher Toolkit, page(s) H.4.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.4.b	Teacher Toolkit: Sending Clear and Appropriate Requests Activity Sheet	Teacher Toolkit, page(s) H.4.b
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(ii) send appropriate requests	Student/Teacher	Narrative	9781682407561 9781531149505	182	Projects in Professional Communications Student Edition: Making Requests	Student Book, page(s) 182
			Student/Teacher	Activity	9781682407561 9781531149505	197	Projects in Professional Communications Student Edition: Research 6	Student Book, page(s) 197
			Student/Teacher	Narrative	9781682407578 9781531149321	H.4.a	Teacher Toolkit: Sending Clear and Appropriate Requests	Teacher Toolkit, page(s) H.4.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.4.b	Teacher Toolkit: Sending Clear and Appropriate Requests Activity Sheet	Teacher Toolkit, page(s) H.4.b
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(iii) provide clear directions	Student/Teacher	Narrative	9781682407578 9781531149321	H.3.a	Teacher Toolkit: Giving Directions	Teacher Toolkit, page(s) H.3.a
			Student/Teacher	Activity	9781682407561 9781531149505	H.3.b	Projects in Professional Communications Student Edition: Teacher Toolkit: Giving Directions Activity Sheet	Student Book, page(s) H.3.b
			Student/Teacher	Narrative	9781682407561 9781531149505	458-459	Projects in Professional Communications Student Edition: 2nd col continuing to next page	Student Book, page(s) 458-459
			Student/Teacher	Activity	9781682407561 9781531149505	459	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 459
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others	(iv) provide accurate directions	Student/Teacher	Narrative	9781682407561 9781531149505	H.3.a	Projects in Professional Communications Student Edition: Teacher Toolkit: Giving Directions	Student Book, page(s) H.3.a
			Student/Teacher	Activity	9781682407561 9781531149505	H.3.b	Projects in Professional Communications Student Edition: Teacher Toolkit: Giving Directions Activity Sheet	Student Book, page(s) H.3.b

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531144955	458-459	Projects in Professional Communications Student Edition: 2nd col continuing to next page	Student Book, page(s) 458-459
			Student/Teacher	Activity	9781682407561 9781531144955	459	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 459
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others.	(v) ask appropriate questions	Student/Teacher	Narrative	9781682407561 9781531144955	246	Projects in Professional Communications Student Edition: Asking Questions	Student Book, page(s) 246
			Student/Teacher	Activity	9781682407561 9781531144955	245	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 245
			Student/Teacher	Narrative	9781682407561 9781531144955	247	Projects in Professional Communications Student Edition: Productive Kinds of Questions	Student Book, page(s) 247
			Student/Teacher	Activity	9781682407561 9781531144955	247	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 247
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others.	(vi) ask purposeful questions	Student/Teacher	Narrative	9781682407561 9781531144955	246	Projects in Professional Communications Student Edition: Asking Questions	Student Book, page(s) 246
			Student/Teacher	Activity	9781682407561 9781531144955	245	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 245
			Student/Teacher	Narrative	9781682407561 9781531144955	247	Projects in Professional Communications Student Edition: Productive Kinds of Questions	Student Book, page(s) 247
			Student/Teacher	Activity	9781682407561 9781531144955	247	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 247
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others.	(vi) respond appropriately to the requests of others	Student/Teacher	Narrative	9781682407578 9781531144921	H.5.a	Teacher Toolkit: Responding to Requests and Directions	Teacher Toolkit, page(s) H.5.a
			Student/Teacher	Activity	9781682407578 9781531144921	H.5.b	Teacher Toolkit: Responding to Requests and Directions Activity Sheet	Teacher Toolkit, page(s) H.5.b
			Student/Teacher	Narrative	9781682407561 9781531144955	150	Projects in Professional Communications Student Edition: Listening Versus Hearing	Student Book, page(s) 150
			Student/Teacher	Activity	9781682407561 9781531144955	154	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 154
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others.	(vii) respond appropriately to the directions of others	Student/Teacher	Narrative	9781682407578 9781531144921	H.5.a	Teacher Toolkit: Responding to Requests and Directions	Teacher Toolkit, page(s) H.5.a
			Student/Teacher	Activity	9781682407578 9781531144921	H.5.b	Teacher Toolkit: Responding to Requests and Directions Activity Sheet	Teacher Toolkit, page(s) H.5.b
			Student/Teacher	Narrative	9781682407561 9781531144955	150	Projects in Professional Communications Student Edition: Listening Versus Hearing	Student Book, page(s) 150
			Student/Teacher	Activity	9781682407561 9781531144955	154	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 154
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(E) send clear and appropriate requests, provide clear and accurate directions, ask appropriate and purposeful questions, and respond appropriately to the requests, directions, and questions of others.	(iv) respond appropriately to the questions of others	Student/Teacher	Narrative	9781682407561 9781531144955	220	Projects in Professional Communications Student Edition: Answering Questions	Student Book, page(s) 220
			Student/Teacher	Activity	9781682407561 9781531144955	220	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 220
			Student/Teacher	Narrative	9781682407561 9781531144955	240	Projects in Professional Communications Student Edition: What Questions Will Interviewers Ask? And Chat	Student Book, page(s) 240
			Student/Teacher	Activity	9781682407561 9781531144955	245	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 245
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(F) participate appropriately in conversations	(i) participate appropriately in conversations	Student/Teacher	Narrative	9781682407561 9781531144955	183	Projects in Professional Communications Student Edition: Conversations	Student Book, page(s) 183
			Student/Teacher	Activity	9781682407561 9781531144955	183	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 183
			Student/Teacher	Narrative	9781682407561 9781531144955	294	Projects in Professional Communications Student Edition: Strategies for Participating in Informative Discussions	Student Book, page(s) 294
			Student/Teacher	Activity	9781682407561 9781531144955	294	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 294
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(G) communicate effectively in interviews	(i) communicate effectively in interviews	Student/Teacher	Narrative	9781682407561 9781531149505	236	Projects in Professional Communications Student Edition: Interview Basics	Student Book, page(s) 236
			Student/Teacher	Activity	9781682407561 9781531149505	239	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 239
			Student/Teacher	Narrative	9781682407561 9781531149505	237	Projects in Professional Communications Student Edition: The Job or School Interview	Student Book, page(s) 237
			Student/Teacher	Activity	9781682407561 9781531149505	245	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 245
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(i) identify appropriate strategies for dealing with differences, including gender	Student/Teacher	Narrative	9781682407561 9781531149505	138	Projects in Professional Communications Student Edition: Gender Differences	Student Book, page(s) 138
			Student/Teacher	Activity	9781682407578 9781531149321	H.2.b	Teacher Toolkit: Interpersonal Diversity Strategies Activity Sheet	Teacher Toolkit, page(s) H.2.b
			Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher Toolkit: Interpersonal Diversity Strategies	Teacher Toolkit, page(s) H.2.a
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(ii) identify appropriate strategies for dealing with differences, including ethnicity	Student/Teacher	Narrative	9781682407561 9781531149505	28	Projects in Professional Communications Student Edition: Success in the Workplace, paragraph 4	Student Book, page(s) 28
			Student/Teacher	Activity	9781682407561 9781531149505	146	Projects in Professional Communications Student Edition: Everyday Life 2	Student Book, page(s) 146
			Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher Toolkit: Interpersonal Diversity Strategies	Teacher Toolkit, page(s) H.2.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.2.b	Teacher Toolkit: Interpersonal Diversity Strategies Activity Sheet	Teacher Toolkit, page(s) H.2.b
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(iii) identify appropriate strategies for dealing with differences, including age	Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher Toolkit: Interpersonal Diversity Strategies	Teacher Toolkit, page(s) H.2.a
			Student/Teacher	Activity	9781682407561 9781531149505	212	Projects in Professional Communications Student Edition: Everyday Life 1	Student Book, page(s) 212
			Student/Teacher	Narrative	9781682407561 9781531149505	181	Projects in Professional Communications Student Edition: Introducing Others Relationships	Student Book, page(s) 181
			Student/Teacher	Activity	9781682407578 9781531149321	H.2.b	Teacher Toolkit: Interpersonal Diversity Strategies Activity Sheet	Teacher Toolkit, page(s) H.2.b
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(iv) use appropriate strategies for dealing with differences, including gender	Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher Toolkit: Interpersonal Diversity Strategies	Teacher Toolkit, page(s) H.2.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.2.b	Teacher Toolkit: Interpersonal Diversity Strategies Activity Sheet	Teacher Toolkit, page(s) H.2.b
			Student/Teacher	Narrative	9781682407561 9781531149505	179	Projects in Professional Communications Student Edition: He Says She Says Gender and Body Language	Student Book, page(s) 179
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(v) use appropriate strategies for dealing with differences, including ethnicity	Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher Toolkit: Interpersonal Diversity Strategies	Teacher Toolkit, page(s) H.2.a
			Student/Teacher	Activity	9781682407561 9781531149505	146	Projects in Professional Communications Student Edition: Everyday Life 2	Student Book, page(s) 146
			Student/Teacher	Narrative	9781682407561 9781531149505	28	Projects in Professional Communications Student Edition: Is This Job For Me?, paragraph 4	Student Book, page(s) 28
			Student/Teacher	Activity	9781682407561 9781531149505	164	Projects in Professional Communications Student Edition: Everyday Life 3	Student Book, page(s) 164
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(H) identify and use appropriate strategies for dealing with differences, including gender, ethnicity, and age	(vi) use appropriate strategies for dealing with differences, including age	Student/Teacher	Narrative	9781682407561 9781531149505	28	Projects in Professional Communications Student Edition: Success in the Workplace, paragraph 4	Student Book, page(s) 28
			Student/Teacher	Activity	9781682407561 9781531149505	212	Projects in Professional Communications Student Edition: Everyday Life 4	Student Book, page(s) 212
			Student/Teacher	Narrative	9781682407578 9781531149321	H.2.a	Teacher Toolkit: Interpersonal Diversity Strategies	Teacher Toolkit, page(s) H.2.a
			Student/Teacher	Activity	9781682407578 9781531149321	H.2.b	Teacher Toolkit: Interpersonal Diversity Strategies Activity Sheet	Teacher Toolkit, page(s) H.2.b
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Narrative				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(i) analyze and evaluate the effectiveness of one's own and others' communication	(i) analyze the effectiveness of one's own communication	Student/Teacher	Narrative	9781682407561 9781531149505	226	Projects in Professional Communications Student Edition: Evaluating Interpersonal Communication and Chart	Student Book, page(s) 226
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	440	Projects in Professional Communications Student Edition: Key Point and Sample Checklist 2	Student Book, page(s) 440
			Student/Teacher	Activity	9781682407561 9781531149505	448	Projects in Professional Communications Student Edition: Practice	Student Book, page(s) 448
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(i) analyze and evaluate the effectiveness of one's own and others' communication	(ii) analyze the effectiveness of others' communication	Student/Teacher	Narrative	9781682407561 9781531149505	440	Projects in Professional Communications Student Edition: Sample Checklist	Student Book, page(s) 440
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	441	Projects in Professional Communications Student Edition: Evaluating Informative Presentations	Student Book, page(s) 441
			Student/Teacher	Activity	9781682407561 9781531149505	447	Projects in Professional Communications Student Edition: Checklist—Evaluate	Student Book, page(s) 447
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(i) analyze and evaluate the effectiveness of one's own and others' communication	(iii) evaluate the effectiveness of one's own communication	Student/Teacher	Narrative	9781682407561 9781531149505	338	Projects in Professional Communications Student Edition: Presenting the Project, first paragraph, in every chapter, students evaluate their own communications before delivering the final presentation	Student Book, page(s) 338
			Student/Teacher	Activity	9781682407561 9781531149505	177	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 177
			Student/Teacher	Narrative	9781682407561 9781531149505	440	Projects in Professional Communications Student Edition: Key Point	Student Book, page(s) 440
			Student/Teacher	Activity	9781682407561 9781531149505	447	Projects in Professional Communications Student Edition: Checklist	Student Book, page(s) 447
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(2) Interpersonal. The student uses appropriate interpersonal communication strategies in professional and social contexts. The student is expected to:	(i) analyze and evaluate the effectiveness of one's own and others' communication	(iv) evaluate the effectiveness of others' communication	Student/Teacher	Narrative	9781682407561 9781531149505	440	Projects in Professional Communications Student Edition: Sample Checklist	Student Book, page(s) 440
			Student/Teacher	Activity	9781682407561 9781531149505	449	Projects in Professional Communications Student Edition: Evaluating the Project (Note: all chapter include a rubric for evaluating the communication of others)	Student Book, page(s) 449
			Student/Teacher	Narrative	9781682407561 9781531149505	441	Projects in Professional Communications Student Edition: evaluating informative presentations	Student Book, page(s) 441
			Student/Teacher	Activity	9781682407561 9781531149505	447	Projects in Professional Communications Student Edition: Develop Checklist Evaluate	Student Book, page(s) 447
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(A) identify kinds of groups, their importance, and the purposes they serve	(i) identify kinds of groups	Student/Teacher	Narrative	9781682407561 9781531149505	265	Projects in Professional Communications Student Edition: Types and Functions of Groups	Student Book, page(s) 265
			Student/Teacher	Activity	9781682407561 9781531149505	269	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 269
			Student/Teacher	Narrative	9781682407561 9781531149505	267	Projects in Professional Communications Student Edition: Groups in the Workplace	Student Book, page(s) 267
			Student/Teacher	Activity	9781682407561 9781531149505	270	Projects in Professional Communications Student Edition: Make Connections	Student Book, page(s) 270
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(A) identify kinds of groups, their importance, and the purposes they serve	(ii) identify [groups] importance	Student/Teacher	Narrative	9781682407561 9781531149505	262	Projects in Professional Communications Student Edition: Groups in American Society	Student Book, page(s) 262
			Student/Teacher	Activity	9781682407561 9781531149505	264	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 264
			Student/Teacher	Narrative	9781682407561 9781531149505	263	Projects in Professional Communications Student Edition: Individual Needs and Group Purposes Chart	Student Book, page(s) 263
			Student/Teacher	Activity	9781682407561 9781531149505	274	Projects in Professional Communications Student Edition: Responding to the Essential Questions	Student Book, page(s) 274
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(A) identify kinds of groups, their importance, and the purposes they serve	(iii) identify the purposes [groups] serve	Student/Teacher	Narrative	9781682407561 9781531149505	262	Projects in Professional Communications Student Edition: Purposes of Groups	Student Book, page(s) 262
			Student/Teacher	Activity	9781682407561 9781531149505	274	Projects in Professional Communications Student Edition: Reviewing Key Idea #1 and Responding to the Essential Question	Student Book, page(s) 274

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531144955	264	Projects in Professional Communications Student Edition: Defining Features of a Group	Student Book, page(s) 264
			Student/Teacher	Activity	9781682407561 9781531144955	264	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 264
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(B) analyze group dynamics and processes for participating effectively in groups	(i) analyze group dynamics	Student/Teacher	Narrative	9781682407561 9781531144955	278	Projects in Professional Communications Student Edition: Group Dynamics	Student Book, page(s) 278
			Student/Teacher	Activity	9781682407561 9781531144955	278	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 278
			Student/Teacher	Narrative	9781682407561 9781531144955	280	Projects in Professional Communications Student Edition: chart	Student Book, page(s) 280
			Student/Teacher	Activity	9781682407561 9781531144955	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(B) analyze group dynamics and processes for participating effectively in groups	(ii) analyze processes for participating effectively in groups	Student/Teacher	Narrative	9781682407561 9781531144955	278	Projects in Professional Communications Student Edition: 2nd col and chart	Student Book, page(s) 278
			Student/Teacher	Activity	9781682407561 9781531144955	278	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 278
			Student/Teacher	Narrative	9781682407561 9781531144955	295	Projects in Professional Communications Student Edition: Key Point and Chart	Student Book, page(s) 295
			Student/Teacher	Activity	9781682407561 9781531144955	286	Projects in Professional Communications Student Edition: Plan	Student Book, page(s) 286
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(C) identify and analyze the roles of group members and their influence on group dynamics	(i) identify the roles of group members	Student/Teacher	Narrative	9781682407561 9781531144955	279	Projects in Professional Communications Student Edition: Member Roles and Key Point	Student Book, page(s) 279
			Student/Teacher	Activity	9781682407561 9781531144955	286	Projects in Professional Communications Student Edition: Make Connections, bulle 2	Student Book, page(s) 286
			Student/Teacher	Narrative	9781682407561 9781531144955	280-281	Projects in Professional Communications Student Edition: Task Roles and Maintenance Roles	Student Book, page(s) 280-281
			Student/Teacher	Activity	9781682407561 9781531144955	290	Projects in Professional Communications Student Edition: Reviewing Key Idea #2	Student Book, page(s) 290
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(C) identify and analyze the roles of group members and their influence on group dynamics	(ii) analyze the roles of group members	Student/Teacher	Narrative	9781682407561 9781531144955	279	Projects in Professional Communications Student Edition: Member Roles	Student Book, page(s) 279
			Student/Teacher	Activity	9781682407561 9781531144955	284	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 284
			Student/Teacher	Narrative	9781682407561 9781531144955	280	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 280
			Student/Teacher	Activity	9781682407561 9781531144955	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(C) identify and analyze the roles of group members and their influence on group dynamics	(iii) identify [group members'] influence on group dynamics	Student/Teacher	Narrative	9781682407561 9781531144955	280	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 280
			Student/Teacher	Activity	9781682407561 9781531144955	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	Narrative	9781682407561 9781531144955	281	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 281
			Student/Teacher	Activity	9781682407578 9781531144921	55	Teacher Toolkit: Group Roles Activity Sheet	Teacher Toolkit, page(s) 55
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(C) identify and analyze the roles of group members and their influence on group dynamics	(iv) analyze [group members'] influence on group dynamics	Student/Teacher	Narrative	9781682407561 9781531144955	280	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 280
			Student/Teacher	Activity	9781682407561 9781531144955	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	Narrative	9781682407561 9781531144955	281	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 281
			Student/Teacher	Activity	9781682407578 9781531144921	55	Teacher Toolkit: Group Roles Activity Sheet	Teacher Toolkit, page(s) 55
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(D) demonstrate understanding of group roles and their impact on group effectiveness	(i) demonstrate understanding of group roles	Student/Teacher	Narrative	9781682407561 9781531144955	279	Projects in Professional Communications Student Edition: Member Roles and Key Point	Student Book, page(s) 279
			Student/Teacher	Activity	9781682407561 9781531144955	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531144955	280	Projects in Professional Communications Student Edition: Chart and Key Point	Student Book, page(s) 280
			Student/Teacher	Activity	9781682407578 9781531144921	58	Teacher Toolkit: Group Dynamics and Roles Test	Teacher Toolkit, page(s) 58
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(D) demonstrate understanding of group roles and their impact on group effectiveness	(ii) demonstrate understanding of [group roles] impact on group effectiveness	Student/Teacher	Narrative	9781682407561 9781531144955	284	Projects in Professional Communications Student Edition: Identifying Group Effectiveness	Student Book, page(s) 284
			Student/Teacher	Activity	9781682407561 9781531144955	284	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 284
			Student/Teacher	Narrative	9781682407561 9781531144955	285	Projects in Professional Communications Student Edition: Self-centered Roles	Student Book, page(s) 285
			Student/Teacher	Activity	9781682407561 9781531144955	286-287	Projects in Professional Communications Student Edition: Preparing the Project and Presenting the Project, and Evaluating the Project	Student Book, page(s) 286-287
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(E) use appropriate verbal, nonverbal, and listening skills to promote group effectiveness	(i) use appropriate verbal skills to promote group effectiveness	Student/Teacher	Narrative	9781682407561 9781531144955	294	Projects in Professional Communications Student Edition: Strategies for Participating in Informative Discussions Chart	Student Book, page(s) 294
			Student/Teacher	Activity	9781682407561 9781531144955	294	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 294
			Student/Teacher	Narrative	9781682407561 9781531144955	281	Projects in Professional Communications Student Edition: Chart	Student Book, page(s) 281
			Student/Teacher	Activity	9781682407561 9781531144955	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(E) use appropriate verbal, nonverbal, and listening skills to promote group effectiveness	(ii) use appropriate nonverbal skills to promote group effectiveness	Student/Teacher	Narrative	9781682407561 9781531144955	265	Projects in Professional Communications Student Edition: Last paragraph before Key Point	Student Book, page(s) 265
			Student/Teacher	Activity	9781682407561 9781531144955	275	Projects in Professional Communications Student Edition: Additional Project 1	Student Book, page(s) 275
			Student/Teacher	Narrative	9781682407561 9781531144955	282	Projects in Professional Communications Student Edition: Nonverbal Communication and Group Member Roles	Student Book, page(s) 282
			Student/Teacher	Activity	9781682407561 9781531144955	282	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 282
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(E) use appropriate verbal, nonverbal, and listening skills to promote group effectiveness	(iii) use appropriate listening skills to promote group effectiveness	Student/Teacher	Narrative	9781682407561 9781531144955	300	Projects in Professional Communications Student Edition: Good Listeners	Student Book, page(s) 300
			Student/Teacher	Activity	9781682407561 9781531144955	160	Projects in Professional Communications Student Edition: Listening to Group Members	Student Book, page(s) 160
			Student/Teacher	Narrative	9781682407561 9781531144955	266	Projects in Professional Communications Student Edition: 1. Listen	Student Book, page(s) 266
			Student/Teacher	Activity	9781682407561 9781531144955	294	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 294
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(F) identify and analyze leadership styles	(i) identify leadership styles	Student/Teacher	Narrative	9781682407561 9781531144955	299	Projects in Professional Communications Student Edition: Types and Styles of Leaders	Student Book, page(s) 299
			Student/Teacher	Activity	9781682407561 9781531144955	300	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 300
			Student/Teacher	Narrative	9781682407561 9781531144955	70	Projects in Professional Communications Student Edition: Leadership and Teamwork	Student Book, page(s) 70
			Student/Teacher	Activity	9781682407561 9781531144955	81	Projects in Professional Communications Student Edition: Extending Your Understanding, #3	Student Book, page(s) 81
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(F) identify and analyze leadership styles	(ii) analyze leadership styles	Student/Teacher	Narrative	9781682407561 9781531144955	299	Projects in Professional Communications Student Edition: Types and Styles of Leaders	Student Book, page(s) 299
			Student/Teacher	Activity	9781682407561 9781531144955	314	Projects in Professional Communications Student Edition: Reviewing Key Idea 4	Student Book, page(s) 314
			Student/Teacher	Narrative	9781682407561 9781531144955	300	Projects in Professional Communications Student Edition: Qualities of Effective Leaders	Student Book, page(s) 300
			Student/Teacher	Activity	9781682407561 9781531144955	315	Projects in Professional Communications Student Edition: In the Media 4	Student Book, page(s) 315
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(G) use effective communication strategies in leadership roles	(i) use effective communication strategies in leadership roles	Student/Teacher	Narrative	9781682407561 9781531144955	300	Projects in Professional Communications Student Edition: Qualities of Effective Leaders	Student Book, page(s) 300
			Student/Teacher	Activity	9781682407578 9781531144921	9	Teacher Toolkit: Foundation Elements Activity Worksheet—Leadership and Teamwork	Teacher Toolkit, page(s) 9

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531144955	301	Projects in Professional Communications Student Edition: Guidelines for Leading a Group	Student Book, page(s) 301
			Student/Teacher	Activity	9781682407561 9781531144955	309	Projects in Professional Communications Student Edition: Develop mid paragraph	Student Book, page(s) 309
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(H) use effective communication strategies for solving problems, managing conflicts, and building consensus in groups	(i) use effective communication strategies for solving problems in groups	Student/Teacher	Narrative	9781682407561 9781531144955	302-303	Projects in Professional Communications Student Edition: Creating a Supportive Climate	Student Book, page(s) 302-303
			Student/Teacher	Activity	9781682407561 9781531144955	304	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 304
			Student/Teacher	Narrative	9781682407561 9781531144955	304	Projects in Professional Communications Student Edition: Whole page	Student Book, page(s) 304
			Student/Teacher	Activity	9781682407561 9781531144955	306	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 306
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(H) use effective communication strategies for solving problems, managing conflicts, and building consensus in groups	(i) use effective communication strategies for managing conflicts in groups	Student/Teacher	Narrative	9781682407561 9781531144955	301	Projects in Professional Communications Student Edition: Keep the Discussion Moving	Student Book, page(s) 301
			Student/Teacher	Activity	9781682407561 9781531144955	304	Projects in Professional Communications Student Edition: project prep	Student Book, page(s) 304
			Student/Teacher	Narrative	9781682407561 9781531144955	304	Projects in Professional Communications Student Edition: Use Other Supportive Strategies	Student Book, page(s) 304
			Student/Teacher	Activity	9781682407578 9781531144921	60	Teacher Toolkit: Group Discussion Worksheet	Teacher Toolkit, page(s) 60
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(H) use effective communication strategies for solving problems, managing conflicts, and building consensus in groups	(ii) use effective communication strategies for building consensus in groups	Student/Teacher	Narrative	9781682407561 9781531144955	308	Projects in Professional Communications Student Edition: Consensus	Student Book, page(s) 308
			Student/Teacher	Activity	9781682407578 9781531144921	60	Teacher Toolkit: Group Discussion Worksheet	Teacher Toolkit, page(s) 60
			Student/Teacher	Narrative	9781682407561 9781531144955	308	Projects in Professional Communications Student Edition: Key Point	Student Book, page(s) 308
			Student/Teacher	Activity	9781682407561 9781531144955	315	Projects in Professional Communications Student Edition: Additional Projects 1	Student Book, page(s) 315
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(I) analyze the participation and contributions of group members and evaluate group effectiveness	(i) analyze the participation of group members	Student/Teacher	Narrative	9781682407561 9781531144955	279-283	Projects in Professional Communications Student Edition: Member Roles	Student Book, page(s) 279-283
			Student/Teacher	Activity	9781682407561 9781531144955	291	Projects in Professional Communications Student Edition: Research #7	Student Book, page(s) 291
			Student/Teacher	Narrative	9781682407561 9781531144955	302-303	Projects in Professional Communications Student Edition: Participating in Group Discussions	Student Book, page(s) 302-303
			Student/Teacher	Activity	9781682407578 9781531144921	Handout 1	Teacher Toolkit: Evaluating Group Roles	Teacher Toolkit, page(s) Handout 1
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(I) analyze the participation and contributions of group members and evaluate group effectiveness	(ii) analyze the contributions of group members	Student/Teacher	Narrative	9781682407561 9781531144955	263	Projects in Professional Communications Student Edition: Individual Needs and Group Purposes Chart	Student Book, page(s) 263
			Student/Teacher	Activity	9781682407561 9781531144955	291	Projects in Professional Communications Student Edition: Research #7	Student Book, page(s) 291
			Student/Teacher	Narrative	9781682407561 9781531144955	298	Projects in Professional Communications Student Edition: Using Critical Thinking Skills in Groups	Student Book, page(s) 298
			Student/Teacher	Activity	9781682407578 9781531144921	Handout 1	Teacher Toolkit: Evaluating Group Roles	Teacher Toolkit, page(s) Handout 1
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(3) Group communication. The student communicates effectively in groups in professional and social contexts. The student is expected to:	(I) analyze the participation and contributions of group members and evaluate group effectiveness	(iii) evaluate group effectiveness	Student/Teacher	Narrative	9781682407561 9781531144955	284	Projects in Professional Communications Student Edition: Identifying Group Effectiveness	Student Book, page(s) 284
			Student/Teacher	Activity	9781682407561 9781531144955	286	Projects in Professional Communications Student Edition: Make Connections, bullet 3	Student Book, page(s) 286
			Student/Teacher	Narrative	9781682407561 9781531144955	285	Projects in Professional Communications Student Edition: Self-centered Roles	Student Book, page(s) 285
			Student/Teacher	Activity	9781682407561 9781531144955	291	Projects in Professional Communications Student Edition: Additional Projects 2	Student Book, page(s) 291
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(A) analyze the audience, occasion, and purpose when designing presentations	(i) analyze the audience when designing presentations	Student/Teacher	Narrative	9781682407561 9781531144955	347-348	Projects in Professional Communications Student Edition: analyzing your audience. NOTE: All chapter projects begin with an analysis of concept, audience, purpose, and situation. See page 344 for just one example.	Student Book, page(s) 347-348
			Student/Teacher	Activity	9781682407561 9781531144955	348	Projects in Professional Communications Student Edition: project prep	Student Book, page(s) 348

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531144955	428-432	Projects in Professional Communications Student Edition: Communicating with a Variety of Audiences	Student Book, page(s) 428-432
			Student/Teacher	Activity	9781682407561 9781531144955	432	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 432
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(A) analyze the audience, occasion, and purpose when designing presentations	(ii) analyze the occasion when designing presentations	Student/Teacher	Narrative	9781682407561 9781531144955	346	Projects in Professional Communications Student Edition: Analyzing Audience Purpose and Occasion	Student Book, page(s) 346
			Student/Teacher	Activity	9781682407561 9781531144955	348	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 348
			Student/Teacher	Narrative	9781682407561 9781531144955	348	Projects in Professional Communications Student Edition: Analyzing the Occasion	Student Book, page(s) 348
			Student/Teacher	Activity	9781682407561 9781531144955	370	Projects in Professional Communications Student Edition: Extending Your Understanding #2	Student Book, page(s) 370
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(A) analyze the audience, occasion, and purpose when designing presentations	(iii) analyze the purpose when designing presentations	Student/Teacher	Narrative	9781682407561 9781531144955	348	Projects in Professional Communications Student Edition: analyzing your purpose	Student Book, page(s) 348
			Student/Teacher	Activity	9781682407561 9781531144955	348	Projects in Professional Communications Student Edition: project prep	Student Book, page(s) 348
			Student/Teacher	Narrative	9781682407561 9781531144955	350	Projects in Professional Communications Student Edition: Zeroing in on Purpose	Student Book, page(s) 350
			Student/Teacher	Activity	9781682407561 9781531144955	370	Projects in Professional Communications Student Edition: Extending Your Understanding #2	Student Book, page(s) 370
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(B) determine specific topics and purposes for presentations	(i) determine specific topics for presentations	Student/Teacher	Narrative	9781682407561 9781531144955	349	Projects in Professional Communications Student Edition: Researching to Determine Your Topic	Student Book, page(s) 349
			Student/Teacher	Activity	9781682407561 9781531144955	349	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 349
			Student/Teacher	Narrative	9781682407561 9781531144955	350	Projects in Professional Communications Student Edition: Zeroing in on a Purpose	Student Book, page(s) 350
			Student/Teacher	Activity	9781682407561 9781531144955	370	Projects in Professional Communications Student Edition: Everyday Life 2	Student Book, page(s) 370
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(B) determine specific topics and purposes for presentations	(ii) determine specific purposes for presentations	Student/Teacher	Narrative	9781682407561 9781531144955	350	Projects in Professional Communications Student Edition: Zeroing in on a Purpose	Student Book, page(s) 350
			Student/Teacher	Activity	9781682407561 9781531144955	326	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 326
			Student/Teacher	Narrative	9781682407561 9781531144955	324-334	Projects in Professional Communications Student Edition: Purposes of Presentations cont'd through 334	Student Book, page(s) 324-334
			Student/Teacher	Activity	9781682407561 9781531144955	370	Projects in Professional Communications Student Edition: Everyday Life 2	Student Book, page(s) 370
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(C) research topics using primary and secondary sources, including electronic technology	(i) research topics using primary sources, including electronic technology	Student/Teacher	Narrative	9781682407561 9781531144955	353	Projects in Professional Communications Student Edition: Analyzing Primary Sources	Student Book, page(s) 353
			Student/Teacher	Activity	9781682407561 9781531144955	354	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 354
			Student/Teacher	Narrative	9781682407561 9781531144955	354	Projects in Professional Communications Student Edition: Research on the Web	Student Book, page(s) 354
			Student/Teacher	Activity	9781682407561 9781531144955	359	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 359
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(C) research topics using primary and secondary sources, including electronic technology	(ii) research topics using secondary sources, including electronic technology	Student/Teacher	Narrative	9781682407561 9781531144955	354	Projects in Professional Communications Student Edition: Analyzing Secondary Sources	Student Book, page(s) 354
			Student/Teacher	Activity	9781682407561 9781531144955	354	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 354
			Student/Teacher	Narrative	9781682407561 9781531144955	354	Projects in Professional Communications Student Edition: Research on the Web	Student Book, page(s) 354
			Student/Teacher	Activity	9781682407561 9781531144955	359	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 359
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(D) use effective strategies to organize and outline presentations	(i) use effective strategies to organize presentations	Student/Teacher	Narrative	9781682407561 9781531144955	374-384	Projects in Professional Communications Student Edition: The Importance of Organization	Student Book, page(s) 374-384
			Student/Teacher	Activity	9781682407561 9781531144955	379	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 379

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Narrative	9781682407561 9781531144905	388	Projects in Professional Communications Student Edition: The Conclusion of the Presentation	Student Book, page(s) 388
			Student/Teacher	Activity	9781682407561 9781531144905	384	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 384
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(D) use effective strategies to organize and outline presentations	(ii) use effective strategies to outline presentations	Student/Teacher	Narrative	9781682407561 9781531144905	385-386	Projects in Professional Communications Student Edition: Outlining	Student Book, page(s) 385-386
			Student/Teacher	Activity	9781682407561 9781531144905	336	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 336
			Student/Teacher	Narrative	9781682407561 9781531144905	374-375	Projects in Professional Communications Student Edition: The Importance of Organization	Student Book, page(s) 374-375
			Student/Teacher	Activity	9781682407561 9781531144905	394	Projects in Professional Communications Student Edition: Develop	Student Book, page(s) 394
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(E) use information effectively to support and clarify points in presentations	(i) use information effectively to support points in presentations	Student/Teacher	Narrative	9781682407561 9781531144905	363-365	Projects in Professional Communications Student Edition: Gathering Supporting Materials	Student Book, page(s) 363-365
			Student/Teacher	Activity	9781682407561 9781531144905	365	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 365
			Student/Teacher	Narrative	9781682407561 9781531144905	460	Projects in Professional Communications Student Edition: Final bullet point	Student Book, page(s) 460
			Student/Teacher	Activity	9781682407561 9781531144905	467	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 467
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(E) use information effectively to support and clarify points in presentations	(ii) use information effectively to clarify points in presentations	Student/Teacher	Narrative	9781682407561 9781531144905	363-365	Projects in Professional Communications Student Edition: Gathering Supporting Materials	Student Book, page(s) 363-365
			Student/Teacher	Activity	9781682407561 9781531144905	365	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 365
			Student/Teacher	Narrative	9781682407561 9781531144905	366	Projects in Professional Communications Student Edition: Preparing the Project	Student Book, page(s) 366
			Student/Teacher	Activity	9781682407561 9781531144905	467	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 467
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(F) prepare scripts or notes for presentations	(i) prepare scripts or notes for presentations	Student/Teacher	Narrative	9781682407561 9781531144905	404	Projects in Professional Communications Student Edition: Tips for an Effective Extemporaneous Speech	Student Book, page(s) 404
			Student/Teacher	Activity	9781682407561 9781531144905	416	Projects in Professional Communications Student Edition: Develop	Student Book, page(s) 416
			Student/Teacher	Narrative	9781682407561 9781531144905	405	Projects in Professional Communications Student Edition: Preparing Notes for Extemporaneous Delivery	Student Book, page(s) 405
			Student/Teacher	Activity	9781682407561 9781531144905	421	Projects in Professional Communications Student Edition: Additional Project 2	Student Book, page(s) 421
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(G) prepare and use visual or auditory aids, including technology, to enhance presentations	(i) prepare visual or auditory aids, including technology, to enhance presentations	Student/Teacher	Narrative	9781682407561 9781531144905	407-408	Projects in Professional Communications Student Edition: Producing Standard Visual Aids	Student Book, page(s) 407-408
			Student/Teacher	Activity	9781682407561 9781531144905	404	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 404
			Student/Teacher	Narrative	9781682407561 9781531144905	409-413	Projects in Professional Communications Student Edition: Using Presentation Software	Student Book, page(s) 409-413
			Student/Teacher	Activity	9781682407561 9781531144905	400	Projects in Professional Communications Student Edition: Chapter Project, continued on pages 415-416	Student Book, page(s) 400
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(G) prepare and use visual or auditory aids, including technology, to enhance presentations	(ii) use visual or auditory aids, including technology, to enhance presentations	Student/Teacher	Narrative	9781682407561 9781531144905	407-408	Projects in Professional Communications Student Edition: Producing Standard Visual Aids	Student Book, page(s) 407-408
			Student/Teacher	Activity	9781682407561 9781531144905	404	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 404
			Student/Teacher	Narrative	9781682407561 9781531144905	409-413	Projects in Professional Communications Student Edition: Using Presentation Software	Student Book, page(s) 409-413
			Student/Teacher	Activity	9781682407561 9781531144905	400	Projects in Professional Communications Student Edition: Chapter Project, continued on pages 415-416	Student Book, page(s) 400
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(H) use appropriate techniques to manage communication apprehension, build self-confidence, and gain command of the information	(i) use appropriate techniques to manage communication apprehension	Student/Teacher	Narrative	9781682407561 9781531144905	100	Projects in Professional Communications Student Edition: Managing Communication Apprehension	Student Book, page(s) 100

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
			Student/Teacher	Activity	9781682407561 9781531144955	105	Projects in Professional Communications Student Edition: Additional Projects	Student Book, page(s) 105
			Student/Teacher	Narrative	9781682407561 9781531144955	438	Projects in Professional Communications Student Edition: Managing Stage Fright	Student Book, page(s) 438
			Student/Teacher	Activity	9781682407561 9781531144955	228	Projects in Professional Communications Student Edition: Build Self-Confidence	Student Book, page(s) 228
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(H) use appropriate techniques to manage communication apprehension, build self-confidence, and gain command of the information	(ii) use appropriate techniques to build self-confidence	Student/Teacher	Narrative	9781682407561 9781531144955	100	Projects in Professional Communications Student Edition: Building Self-Confidence	Student Book, page(s) 100
			Student/Teacher	Activity	9781682407561 9781531144955	447	Projects in Professional Communications Student Edition: Make Connections	Student Book, page(s) 447
			Student/Teacher	Narrative	9781682407561 9781531144955	438	Projects in Professional Communications Student Edition: Building Self-Confidence	Student Book, page(s) 438
			Student/Teacher	Activity	9781682407561 9781531144955	105	Projects in Professional Communications Student Edition: Additional Projects	Student Book, page(s) 105
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(H) use appropriate techniques to manage communication apprehension, build self-confidence, and gain command of the information	(iii) use appropriate techniques to gain command of the information	Student/Teacher	Narrative	9781682407561 9781531144955	439	Projects in Professional Communications Student Edition: Revising Your Presentation	Student Book, page(s) 439
			Student/Teacher	Activity	9781682407561 9781531144955	416	Projects in Professional Communications Student Edition: Develop and Practice	Student Book, page(s) 416
			Student/Teacher	Narrative	9781682407561 9781531144955	403	Projects in Professional Communications Student Edition: Tips for an Effective Management Presentation	Student Book, page(s) 403
			Student/Teacher	Activity	9781682407561 9781531144955	404	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 404
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(I) use effective verbal and nonverbal strategies in presentations	(i) use effective verbal strategies in presentations	Student/Teacher	Narrative	9781682407561 9781531144955	430	Projects in Professional Communications Student Edition: Using Effective Verbal Strategies	Student Book, page(s) 430
			Student/Teacher	Activity	9781682407561 9781531144955	432	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 432
			Student/Teacher	Narrative	9781682407561 9781531144955	431-432	Projects in Professional Communications Student Edition: Parallel Structure	Student Book, page(s) 431-432
			Student/Teacher	Activity	9781682407561 9781531144955	434	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 434
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(I) use effective verbal and nonverbal strategies in presentations	(ii) use effective nonverbal strategies in presentations	Student/Teacher	Narrative	9781682407561 9781531144955	436	Projects in Professional Communications Student Edition: Using Effective Nonverbal Strategies	Student Book, page(s) 436
			Student/Teacher	Activity	9781682407561 9781531144955	447	Projects in Professional Communications Student Edition: Develop/Practice Effective Delivery/2nd checkmark	Student Book, page(s) 447
			Student/Teacher	Narrative	9781682407561 9781531144955	436	Projects in Professional Communications Student Edition: Nonverbal Behavior in Presentations: Chart	Student Book, page(s) 436
			Student/Teacher	Activity	9781682407561 9781531144955	421	Projects in Professional Communications Student Edition: Everyday Life 3	Student Book, page(s) 421
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(J) make group presentations to inform, persuade, or motivate an audience	(i) make group presentations to inform, persuade, or motivate an audience	Student/Teacher	Narrative	9781682407561 9781531144955	400	Projects in Professional Communications Student Edition: Chapter Project, 2nd paragraph	Student Book, page(s) 400
			Student/Teacher	Activity	9781682407561 9781531144955	406	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 406
			Student/Teacher	Narrative	9781682407561 9781531144955	407	Projects in Professional Communications Student Edition: Producing Standard Visual Aids	Student Book, page(s) 407
			Student/Teacher	Activity	9781682407561 9781531144955	415-417	Projects in Professional Communications Student Edition: Preparing the Project, Presenting the Project, and Rubric	Student Book, page(s) 415-417
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(K) make individual presentations to inform, persuade, or motivate an audience	(i) make individual presentations to inform, persuade, or motivate an audience	Student/Teacher	Narrative	9781682407561 9781531144955	426	Projects in Professional Communications Student Edition: Chapter 19 project description	Student Book, page(s) 426
			Student/Teacher	Activity	9781682407561 9781531144955	432	Projects in Professional Communications Student Edition: Project Prep, also 430 project prep	Student Book, page(s) 432
			Student/Teacher	Narrative	9781682407561 9781531144955	428-447	Projects in Professional Communications Student Edition: Background for the Project	Student Book, page(s) 428-447
			Student/Teacher	Activity	9781682407561 9781531144955	448	Projects in Professional Communications Student Edition: Presenting the Project	Student Book, page(s) 448
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Description of the specific location	Hyperlink to the location for electronic programs
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(L) participate in question-and-answer sessions following presentations	(i) participate in question-and-answer sessions following presentations	Student/Teacher	Narrative	9781682407561 9781531149505	220	Projects in Professional Communications Student Edition: Answering Questions	Student Book, page(s) 220
			Student/Teacher	Activity	9781682407561 9781531149505	422	Projects in Professional Communications Student Edition: Workplace Workflow	Student Book, page(s) 422
			Student/Teacher	Narrative	9781682407561 9781531149505	406	Projects in Professional Communications Student Edition: Anticipating Questions and Answers	Student Book, page(s) 406
			Student/Teacher	Activity	9781682407561 9781531149505	439	Projects in Professional Communications Student Edition: Project Prep	Student Book, page(s) 439
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(M) apply critical-listening strategies to evaluate presentations	(i) apply critical-listening strategies to evaluate presentations	Student/Teacher	Narrative	9781682407561 9781531149505	444	Projects in Professional Communications Student Edition: Evaluating Persuasive Presentations	Student Book, page(s) 444
			Student/Teacher	Activity	9781682407561 9781531149505	453	Projects in Professional Communications Student Edition: In the Media #6	Student Book, page(s) 453
			Student/Teacher	Narrative	9781682407561 9781531149505	441	Projects in Professional Communications Student Edition: Evaluating Informative Presentations	Student Book, page(s) 441
			Student/Teacher	Activity	9781682407561 9781531149505	339	Projects in Professional Communications Student Edition: Evaluating the Project, 1st paragraph	Student Book, page(s) 339
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				
(4) Presentations. The student makes and evaluates formal and informal professional presentations. The student is expected to:	(N) evaluate effectiveness of his/her own presentation	(i) evaluate effectiveness of his/her own presentation	Student/Teacher	Narrative	9781682407561 9781531149505	440	Projects in Professional Communications Student Edition: Evaluating Oral Presentations, Key Point and second checklist	Student Book, page(s) 440
			Student/Teacher	Activity	9781682407561 9781531149505	398	Projects in Professional Communications Student Edition: Reflecting on Your Project	Student Book, page(s) 398
			Student/Teacher	Narrative	9781682407561 9781531149505	444	Projects in Professional Communications Student Edition: Evaluating Persuasive Presentations	Student Book, page(s) 444
			Student/Teacher	Activity	9781682407561 9781531149505	452	Projects in Professional Communications Student Edition: Reflecting on Your Project	Student Book, page(s) 452
			Student/Teacher	None				
			Teacher Only	Narrative				
			Teacher Only	Activity				
			Teacher Only	None				
			Teacher Only	None				
			Teacher Only	None				