Professional Communications Syllabus

Grade Placement Requirements: 9-12

Prerequisite: None Credits: 1/2

In this course, the student will learn the process of communication in the professional community, in common public speaking situations, and interpersonal communication. The opportunity will be given to each student to become more aware of self as a communicator and of the interaction in communication in the business world and in everyday society. The student will be able to deliver different types of speeches in different settings, and will become more self-confident.

We will cover persuasive, informative, debate, and oratory speeches, both extemporaneous and impromptu styles, as well as the use of media and how to integrate it ethically and purposefully.

Coach Wilson <u>trampaswilson@misdmail.org</u> Coach Stout <u>markstout@misdmail.org</u>

Text Book COMMUNICATION APPLICATIONS

Databases provided by MISD:

EBSCO URL: http://search.ebscohost.com/
[username: mansfield password: tigers]

Facts on File URL: http://www.fofweb.com/Subscription/Default.asp?BID=7

[username: mansfieldhs password: tigers]

Grading:

Daily Work- Journals/Folder - 60% **Tests**- Speeches- 40%

Semester in three sections:

1. 1st Six Weeks (Collage Speech-"All About Me")

Chapter 1-Building Responsibility

Chapter 2- Building Confidence

Chapter 4- Listening

Chapter 5- Nonverbal Communication / Professional Body Language

Chapter 1,2,4,5 Test

2. 2nd Six Weeks (Informative Speech)

Chapter 10-Researching your Presentation / Technological Visual Aids

Chapter 11- Building Confidence

Chapter 13- Effective Listening

Chapter 14- Effective Delivery / Social Media / Small Business Impressions

Chapter 10,11,13,14 Test

3.

3rd Six Weeks (Resume/Mock Interview/Debate)

Chapter 8- Interviewing and resume writing

Chapter 17 Persuasion

Chapter 19 Oral Interpretation

Chapter 21- Supporting your views Group Dynamics

Chapter 17, 19, 21 Test

Classroom Rules:

- 1. Be on time with materials
- 2. Follow daily assignments
- 3. Obey school rules
- 4. No food or drinks

Academic Honesty: Cheating will not be tolerated, and will be dealt with severely.

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Supplies:

- Folder (3 Brads-pockets)
- Pen/Pencil
- Paper
- Kleenex
- 1 large poster board
- 3x5 index (notes) cards

Signature			
Parent		 	

iPad Management

Daily Procedure

- Close all applications on your iPad upon entering the classroom. You may only have open the apps to be used in class during that specific class period. The opening of any additional app including any gaming, messaging or email feature will result in a disciplinary referral.
- iPads need to remain under your desk until instructed by the teacher. When they are not in use, you will need to have me under your desk.
- iPads need to remain flat on your desk or slightly propped (using the stand) when in use so that your screen can be viewed by the teacher at all times.
- Make sure your device has the sound off. You will be instructed when it is necessary for the sound to be on. In that case, you will be asked to use headphones.

BYOD Policy - Mansfield ISD has a BYOD policy in place; however, with access to iPads in the classroom daily, the use of any cellular device is only allowed with permission from the teacher. Having cell phones out in class without permission will result in disciplinary action.