

PROFESSIONAL & TECHNICAL COMMUNICATION

INTRODUCTION

Professional and Technical Communication focuses on developing coherent formal and informal communication strategies for careers and real-world situations. It emphasizes technical and professional communication skills including workplace documents, presentations, problem solving, and professional collaboration.

Professional and Technical Communication is an applied or advanced course that may be used to fulfill up to one credit of the English Language Arts graduation requirement. These standards align with the Utah Core Standards for English Language Arts.

Strand 1: Reading and Analysis. Students will analyze a variety of digital and print texts to gather information and use as quality examples of professional and technical communication.

- **Standard 1.1:** Distinguish key differences in audience and purpose for professional and technical communications.
- **Standard 1.2:** Examine and evaluate the structure, format, and syntax of a variety of professional and technical communications.
- **Standard 1.3:** Determine the meaning of professional and technical vocabulary to aid comprehension and conduct research.
- **Standard 1.4:** Analyze and summarize information and data from multiple sources for reliability, relevance, accuracy, and rhetorical purpose.

Strand 2: Oral Communication. Students will engage in a variety of professional and technical oral communications.

- **Standard 2.1:** Develop professional and technical oral communication techniques using language, syntax, and organization that are appropriate to the audience, purpose, and context.
- **Standard 2.2:** Utilize appropriate delivery techniques (i.e., posture, gesture, eye contact, vocal expressiveness) to make presentations understandable.
- **Standard 2.3:** Participate in clarifying discussions about the format and content of professional and technical communications produced by self, peers, teams, and outside sources.

- **Standard 2.4:** Apply critical, empathetic, appreciative, and reflective listening skills in formal and informal situations.

Strand 3: Print and Digital Communication. Students will produce a variety of professional and technical written communications.

- **Standard 3.1:** Develop professional and technical written print and digital communications using language, syntax, format, and delivery methods that are appropriate to the audience, purpose, and context.
- **Standard 3.2:** Create charts, graphs, and other visuals using appropriate data to clarify professional and technical written digital and print communications.
- **Standard 3.3:** Employ ethical and lawful practices when utilizing intellectual property.
- **Standard 3.4:** Revise original pieces for content and style appropriate to the audience, purpose, and context.