Speak Like Sparky

References and Resources

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More Resources:

From: AZ Career and Technical Education

COMPLEX COMMUNICATION: Employs complex communication skills in a manner that adds to organizational productivity.

A. Masters core communication skills for the workplace.

- Delivers content accurately
- Persuades others
  Uses communication style appropriate to audience and situation
- Listens actively
- Resolves conflicts

B. Communicates effectively in a diverse work environment.

- Communicates with diversity in mind

C. Uses technologies and social media for workplace communication.

- Exercises competence in using technology
- Upholds the brand
- Matches technology to content

D. Foundational communication skill check points

- Presents with confidence
- Practices interpersonal skills
- Uses workplace technologies

PROFESSIONALISM: Conducts oneself in a professional manner appropriate to organizational expectations.

A. Adheres to organizational protocol related to behavior, appearance, and communication.
- Communicates with technical language
- Communicates according to organizational standards

INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures and generations to achieve organizational mission, goals and objectives.

A. Uses relevant intergenerational and cross-cultural communication that creates cultural synergy in the workplace.
- Adapts communication style to engage diverse others
- Adapts communication style to engage other generations

[Steps to Building Confidence for Presentations](#)

[Complex Communication](#)

Speaking and Listening -[College Board recommendations](#)

1. The spoken word, essential to individual and social development, remains a central way of conveying messages.

2. Whether in daily informal interactions or more formal settings, communicators are required to design coherent messages, deliver them clearly, and adapt to their listeners.

3. The process of speaking includes selecting a topic, gathering information, organizing the ideas, taking into account the characteristics of the listeners, and planning all aspects of the presentation.

4. Listening is the active process of receiving, interpreting, and responding to messages.

5. Students call on different listening skills depending on whether their goal is to understand and retain information, analyze and evaluate a message, show empathy for the feelings expressed by others, or appreciate a performance.

6. Students adjust their use of spoken, written, and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.

[National Communication Association Learning Outcomes in Communication](#) learn more at natcom.org

Arizona Department of Education. English Language Arts Standards: Speaking and Listening

[Grade 6](#)

[Grade 7](#)

[Grade 8](#)

[Grades 9-10](#)

[Grades 11-12](#)