

COURSE DESCRIPTION

This course includes the skills in verbal and written communication that students will need to be successful in the workplace. Students will know and use the terminology in their chosen field of work. They will understand, summarize, interpret, and compare information from simple and complex graphics to identify trends and to make informed decisions. They will also demonstrate proficiency in writing and presentation skills by producing different technical writing products, including formal research reports, formal presentations, and workplace writing (e.g., technical reports, manuals, explanations of how to understand or use a product or service, proposals, memoranda, cover letters). In creating those products, students will demonstrate an understanding of the context in which communication occurs, the ethical issues involved, how to identify and address the needs of audiences, and the methods and strategies for organizing and presenting information. This course can be taught at the local high school or through dual enrollment at selected Louisiana community and technical college campuses.

For more information on dual enrollment opportunities, visit the [Louisiana community and technical college](#) in your area.

The [Louisiana Student Standards for English Language Arts](#) Grades 11-12 are the foundation for this course as they apply to the workplace, particularly the standards for speaking and listening (pages 56-57), language (pages 57-58), and reading and writing in technical subjects (pages 134-136). Course activities, written products, presentations, and assessments should be aligned to these standards.

SUGGESTED TECHNICAL WRITING TOPICS

- Understanding, summarizing, interpreting, and comparing simple and complex graphics
- Creating technical writing products and presentations
- Avoiding plagiarism and demonstrating professional ethics
- Locating credible resources
- Engaging in research
- Incorporating evidence in writing
- Identifying and discarding distracting information in presentations and writing
- Analyzing and addressing audience needs
- Using rhetorical strategies to achieve an intended purpose

RESOURCES

- [Louisiana Student Standards](#)
- [Louisiana's Community and Technical Colleges](#)
- [Instructional strategies](#)
- [All Things Jump Start-Graduation Requirements](#)
- [WorkKeys](#)

ASSESSMENT

Students enrolled in this course will receive a grade based on teacher-created assignments and assessments and can earn Carnegie credit based on local policies. Additionally, it is suggested that the course include preparation for a successful performance on the WorkKeys Locating Information assessment. WorkKeys is a career-readiness assessment measuring reading, math, and locating information as a way to build an understanding of how to improve skills and increase prospects for securing high-demand, high-wage jobs in today's 21st century workplace. The state funds the WorkKeys exam for all students on a Jump Start pathway pursuing a Career Diploma.

Visit the ACT website for more information on [WorkKeys](#) preparation, sample items, and assessment.