Utah Supplemental Standards for English Language Arts

Professional & Technical Communication

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. 1	**1** Distinguish key differences in audience and purpose for professional and technical communications. 1.1
	2 Examine and evaluate the structure, format, and syntax of a variety of professional and technical communications. 1.2
	3 Determine the meaning of professional and technical vocabulary to aid comprehension and conduct research. 1.3
	4 Analyze and summarize information and data from multiple sources for reliability, relevance, accuracy, and rhetorical purpose. 1.4
Oral Communication. Students will engage in a variety of professional and technical oral communications. 2	**1** Develop professional and technical oral communication techniques using language, syntax, and organization that are appropriate to the audience, purpose, and context. 2.1
	2 Utilize appropriate delivery techniques (i.e., posture, gesture, eye contact, vocal expressiveness) to make presentations understandable. 2.2
	3 Participate in clarifying discussions about the format and content of professional and technical communications produced by self, peers, teams, and outside sources. 2.3
	4 Apply critical, empathetic, appreciative, and reflective listening skills in formal and informal situations. 2.4
Print and Digital Communication. Students will produce a variety of professional and technical written communications. 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. 3.1
	2 Create charts, graphs, and other visuals using appropriate data to clarify professional and technical written digital and print communications. 3.2
	3 Employ ethical and lawful practices when utilizing intellectual property. 3.3
	4 Revise original pieces for content and style appropriate to the audience, purpose, and context. 3.4