CTE Beginning-of-Year Assessment: Student Response

Name: ____________________________  Date: ______________

Task Overview

If you are searching to build trust and good collaborative working relationships, it is essential to have good communication skills in the workplace. Communication embraces many different components in the workplace. Communication is the method to share information with colleagues, is part of team building, customer service, conflict management and every interaction that takes place that involves some form of communication. The goal of all communication is to develop a common understanding in what was said and the message that comes across is the same to all parties involved. Communicating in the workplace is full of challenges and can be a very difficult task at various times. It takes a strong sense of self and personal confidence to allow yourself to become vulnerable with your colleagues that you interact with. Communication is essential because this is how growing successful working relationship occurs.

In this task, you will be reading and interpreting a technical text for use in developing customer understanding of ________________. This text will then be utilized to prepare written and verbal/interpersonal information to relate understanding by co-workers and customers.

Insert additional details related to the technical text:

Materials

• Student Response Sheet
• Highlighter or marking tool
• Pen or pencil
• Computer with Internet Access

Directions

• Read and annotate the text to further your understanding and to find evidence to support your response to the prompt.
• In small groups, have one group member lead the discussion. The group discussion should be text-based and relate to the overall understanding of the text.
• After group discussion, independently complete the argument writing task. The pre-writing sheet should be turned in with your completed argument writing task.

Remember the criteria for writing an argument:
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Wisconsin Common Career Technical Core Standards (WCCTS)

CD4.a.8.h: Apply communication strategies when adapting to a culturally diverse environment.
CD4.c.1.e: Recognize the appropriate behavior and communication skills necessary in adult interactions.
IMT3.a.6.m: Demonstrate the ability to use electronic communication technology.
IMT3.b.4.m: Apply communication and information technology to the various elements of a problem.
IMT3.b.7.h: Use communication and information technology to effectively solve a given problem.

Common Core State Standards

CCRR1: Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.
CCRR10: Read and comprehend complex literary and informational texts independently and proficiently.
CCRW2: Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.
CCRW4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
CCRSL1: Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others’ ideas and expressing their own clearly and persuasively.
CCRSL4: Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
CCRL6: Acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

(Remove those above that are not appropriate for specific task.)
Task Activity: Plan Your Technical Writing

Prompt: (Insert prompt here)

Directions: Use this page to plan your writing.
Task Activity: Technical Writing Task

Prompt: (Insert prompt here)

May also be done electronically.
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Task Activity: Plan Your Technical “Conversation”

Prompt: (Insert prompt here)

Directions: Use this page to plan your conversation.
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Insert Excerpt of Text Here

Title
Author, Taken From...