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**Lesson Plan**

Comprehension and Communication Skills

MODULE 10

This **lesson plan** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

**Digital Information Technology (8207310)**

This Lesson Plan is designed to aid high-quality instruction through the identification of components that support learning and teaching. Each section of this Lesson Plan is modeled after 2022-2023 CTE Standards and Benchmarks for Digital Information Technology (8207310) as published by the Florida Department of Education Student Performance Standards.

Comprehension and Communication Skills

# Module Overview

This module focuses on communications skills for writing such as technical and non-technical writing and MLA guidelines and structure, verbal and non-verbal communication skills, and project management applications for workplace communication.

## DIT Textbook Chapter Overview

The *Careers in Information Technology* chapter in the accompanying DIT textbook supports the conceptual understanding of the content covered in this module*.*

## CTE Standard and Benchmark

**Standard 14.0:** Demonstrate comprehension and communication skills. The student will be able to:

* **14.01** Read and comprehend technical and non-technical reading assignments related to course content (e.g., manuals, books, magazines, electronic sources).
* **14.02** Use verbal and nonverbal skills to communicate effectively with supervisors, co-workers, and customers.
* **14.03** Demonstrate an understanding of the writing process to create business documents (e.g., research methods, paper formatting (MLA/APA))
* **14.04** Demonstrate an awareness of project management concepts and tools (e.g., timelines, deadlines, resource allocation, time management, delegation of tasks, collaboration).

# Continuity

Students will have read the *Organization and Project Management Skills section of the Careers in Information Technology* chapterto prepare for the lessons included in this module.

Table 1 Continuity

| **Standard** | **Recommended Previous Lesson/Knowledge** | **This Lesson** | **Recommended Upcoming Lessons** |
| --- | --- | --- | --- |
| 14.01 | Students should know how to use word processing software. | Students will compare types of writing. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 14.02 | Students should be familiar with verbal and non-verbal communication skills used in the workplace. | Students will be able demonstrate their non-verbal communication skills as a response to a prompt. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 14.03 | Students should review the resources pertaining to MLA standards.  Students should know how to use word processing software. | Students will be able to apply the MLA standards and formatting to a citations and footnotes. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 14.04 | Students should read the *Organization and Project Management Skills* section of the *Careers in Information Technology* chapter.  Students should know how to use word processing software. | Students will be able to describe project management skills. | Students will use the knowledge from this lesson to learn future DIT modules. |

# Student Learning Outcomes

**Standard 14.01**

Students will be able to describe the concepts of technical and non-technical writing by researching and writing a short description of each.

**Standard 14.02**

Students will learn the proper verbal and non-verbal communication skills that work successfully in the workplace.

**Standard 14.03**

Students will learn how to properly write a research paper according to the rules of the Modern Language Association, MLA.

**Standard 14.04**

Students will gain an understanding of Project Management concepts by researching various project management applications and writing a brief review of those applications.

# Materials Needed

**Standard 14.01, 14.02, 14.03, 14.04**

All activities require a computing device for each student with Internet access and word processing software. A computing device can include a personal computer, laptop, smart phone, or tablet.

# Use of Space

Activities require a classroom space that includes computing devices. If the space does not have computing devices, the teacher can consider the use of student personal devices (ex. smart phones, tablets, laptops). If the student does not have a computing device, the teacher can consider using a device for class demonstration purposes. For instance, the teacher could use their own school-supplied or personal computing device to demonstrate to all students. Consideration should also be given to where furniture and students are placed within the classroom to accommodate diverse needs.

# Prepare for the Lesson

Table 2 shows how the teacher and students should prepare for this lesson.

Table 2 Preparations

| **Teacher** | **Student** | **Assessment/Assignment** |
| --- | --- | --- |
| The teacher should read *Organization and Project Management Skills* section of the *Careers in Information Technology* chapter*.*  The teacher should be proficient with how to create footnotes for ctiations using word processing software and how to use citation tools to generate an MLA citation.  The teacher shoud be familiar with the differences between technical writing and non-technical writing.  The teacher should consider if a computing device should be used for instruction if computer devices are not available for all students. | The student should read *Organization and Project Management Skills* section of the *Careers in Information Technology* chapter*.*  The student should be be able to generate an MLA citation using citation tools. | Worksheets will assess the student’s ability to perform the activities in class.  An answer key and/or rubric is provided for all student activities. |

# Activities

Table 3 shows the student workload effort for each activity in this module.

Table 3 Student Activities and Workload

| **Activity** | **Description** | **Estimated Student Completion Time** | **DIT Standard Alignment** |
| --- | --- | --- | --- |
| Technical Writing vs Non-Technical Writing | Student writes summary comparing technical writing to non-technical writing. | 45 minutes in-class activity x 1-2 classes | 14.01 |
| Communication Skills | Students practice demonstrating the proper non-verbal communication skills in small groups. | 45 minutes in-class activity | 14.02 |
| MLA Footnotes and Citations | Students research their favorite athlete, actor, musician, politician, or historical figure and write a three-paragraph summary with proper MLA reference footnotes. | 45 minutes in-class activity x 2-3 classes | 14.03 |
| Project Management Applications | Student uses the Internet to research three project management applications and documents the benefits of each. | 45 minutes in-class activity | 14.04 |

# Assessments

The teacher will evaluate the student’s performance by measuring the accuracy of the student’s documentation.

The teacher will score assignments on a scale of 1-4 measuring the level of understanding the student is able to communicate about the subject.

# Accommodations

Please adhere to the [Florida Department of Education (2018) Accommodations Assisting Students with Disability Guidelines](https://www.fldoe.org/core/fileparse.php/7690/urlt/0070069-accomm-educator.pdf).

To reduce anxiety while completing activities, provide students with support while completing their assignments and sufficient time to complete their assignments in class.

Students can be encouraged to work with a peer to identify appropriate responses for the chapter cases.