

OKLAHOMA ACADEMIC STANDARDS ENGLISH LANGUAGE ARTS EMPLOYABILITY SKILLS

National Network of Business and Industry Associations. (2015).

Common employability skills: A foundation for success in the workplace. Retrieved from <http://nationalnetwork.org/resources/>.

A Cross-Industry Approach to Foundational Skills EMPLOYABILITY SKILLS

Alignment in Oklahoma Academic Standard ENGLISH LANGUAGE ARTS

APPLIED KNOWLEDGE: READING

Understand written sentences and paragraphs in work-related documents

Read and comprehend work-related instructions and policies, memos, bulletins, notices, letters, policy manuals, and governmental regulations

Read and comprehend documents ranging from simple and straightforward to more complex and detailed

Attain meaning and comprehend core ideas from written materials

Integrate what is learned from written materials with prior knowledge

Apply what is learned from written material to work situations

STANDARD 3: CRITICAL READING AND WRITING

Students will comprehend, interpret, evaluate, and respond to a variety of complex texts of all literary and informational genres (e.g., fiction, nonfiction, informational text, poetry, and drama) from a variety of historical, cultural, ethnic, and global perspectives.

STANDARD 2: READING AND WRITING PROCESS

Students will read and comprehend increasingly complex literary and informational texts.

12.2.R.1 Students will summarize, paraphrase, and synthesize ideas, while maintaining meaning and a logical sequence of events, within and between texts.

9.2.R.3 Students will synthesize main ideas with supporting details in texts.

10.6.W.2 Students will refine and formulate a viable research question, integrate findings from sources, and clearly use a well-developed thesis statement.

11.5.R Students will apply their knowledge of grammar and rhetorical style to analyze and evaluate a variety of texts, understanding that usage and convention change over time, and manipulate style when appropriate.

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APPLIED KNOWLEDGE: WRITING

Use standard English to clearly communicate thoughts, ideas, and information in written form

Prepare written materials that are easy to understand using correct wording

Communicate thoughts, ideas, information, messages, and other written information in a logical, organized, and coherent manner

Use correct grammar, spelling, punctuation, and capitalization

Write in a factual manner in a tone appropriate for the target audience

Prepare written materials that are easy to understand using correct wording

STANDARD 5: LANGUAGE

Students will demonstrate command of Standard English grammar, mechanics, and usage through writing and other modes of communication.

9.4.W.2 Students will select appropriate language to create a specific effect according to purpose in writing

10.2.W.4 Students will edit and revise multiple drafts for organization, enhanced transitions and coherence, sentence variety, and consistency in tone and point of view to establish meaningful texts.

4.5.W.2 Students will compose and expand grammatically correct sentences and questions with appropriate commas, end marks, apostrophes, and quotation marks as needed for dialogue.

10.5.W.1 Students will write using correct mechanics.

10.5.W.3 Students will practice their use of Standard American English, grammar, mechanics, and usage through writing, presentations, and/or other modes of communication to convey specific meanings and interests.

12.5.W.3 Students will demonstrate command of Standard American English, grammar, mechanics, and usage through writing, presentations, and/or other modes of communication to convey specific meanings and interests.

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CRITICAL THINKING:

Use logical thought processes to analyze and draw conclusions

Identify inconsistent or missing information

Critically review, analyze, synthesize, compare, and interpret information

Draw conclusions from relevant and/or missing information

Test possible hypotheses to ensure the problem is correctly diagnosed and the best solution is found

Critically review, analyze, synthesize, compare, and interpret information

STANDARD 3: CRITICAL READING AND WRITING

Students will comprehend, interpret, evaluate, and respond to a variety of complex texts of all literary and informational genres from a variety of historical, cultural, ethnic, and global perspectives.

12.3.R.1 Students will analyze the extent to which historical, cultural, and/or global perspectives affect authors' stylistic and organizational choices in grade-level literary and informational genres.

12.3.R.2 Students will evaluate texts for the significance of points of view, perspectives, figurative language, character development, archetypes, theme, and tone and interpret how themes are connected across texts.

12.3.R.3 Students will evaluate how authors writing on the same issue reached different conclusions because of differences in assumptions, evidence, reasoning, and viewpoints.

11.1.R.2 Students will actively listen and evaluate, analyze, and synthesize a speaker's messages (both verbal and nonverbal) and ask questions to clarify the speaker's purpose and perspective.

11.1.R.3 Students will engage in collaborative discussions about appropriate topics and texts, expressing their own ideas by contributing to, building on, and questioning the ideas of others in pairs, diverse groups, and whole class settings.

11.6.R.2 Students will synthesize the most relevant information from a variety of primary and secondary sources (e.g., print and digital), following ethical and legal citation guidelines.

11.6.R.3 Students will evaluate the relevance, reliability, and validity of the information gathered.

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WORKING WITH TOOLS & TECHNOLOGY:

Select, use, and maintain tools and technology to facilitate work activity

Identify, select, and use appropriate tools and technological solutions to frequently encountered problems

Carefully consider which tools or technological solutions are appropriate for a given job and consistently choose the best tool or technological solution for the problem at hand

Operate tools and equipment in accordance with established operating procedures and safety standards

Seek out opportunities to improve knowledge of tools and technologies that may assist in streamlining work and improving productivity

STANDARD 7: MULTIMODAL LITERACIES

Students will acquire, refine, and share knowledge through a variety of written, oral, visual, digital, non-verbal, and interactive texts.

4.7.W.1 Students will create multimodal content that effectively communicates an idea using technology or appropriate media.

4.7.W.2 Students will create presentations using videos, photos, and other multimedia elements to support communication and clarify ideas, thoughts, and feelings.

7.7.R.1 Students will compare and contrast the effectiveness of techniques used in a variety of written, oral, visual, digital, non-verbal, and interactive texts to generate and answer literal, interpretive, and applied questions to create new understandings.

7.7.R.2 Students will analyze the impact of selected media and formats on meaning.

7.7.W.1 Students will select, organize, or create multimodal content to complement and extend meaning for a selected topic.

10.7.W.1 Students will critique the sources of multimodal content.

12.7.W.2 Students will construct engaging visual and/or multimedia presentations using a variety of media forms to enhance understanding of findings, reasoning, and evidence for diverse audiences.