



Arizona CTE Professional Standards

Foundational Skills Checklist

COMPLEX COMMUNICATION

- Writes in languages required by employer**
 - Uses correct grammar
 - Checks spelling

- Demonstrates reading comprehension**
 - Expresses purpose
 - Summarizes content
 - Uses reference materials
 - Discerns facts from opinion
 - Identifies information to complete work tasks
 - Recap instructions, e.g., step-by-step, maps, forms, schedules, etc.
 - Compares references

- Speaks in languages required by employer**
 - Uses proper forms of address with supervisor, customers, etc.
 - Uses correct grammar and pronunciation
 - Shows familiarity with technical nomenclature
 - Monitors volume, clarity, and pace of speech

- Presents with confidence**
 - Organizes content with attention to purpose, logic, length, accuracy, fact, opinion, etc.
 - Prepares approach to target audience
 - Practices delivery (tone, pace, volume, enunciation, style)
 - Observes verbal/nonverbal cues from the audience
 - Responds positively to questions and feedback

- Practices interpersonal skills:**
 - Practices sensitivity regarding nonverbal cues, e.g., eye contact, gestures, and personal space
 - Gauges listener's understanding by observing verbal/nonverbal cues
 - Responds to feedback, questions, critique, and praise in a positive manner
 - Balances assertiveness with active listening skills
 - Maintains a demeanor of courtesy, tact, friendliness, and respect
 - Respects the rights and property of others in the workplace

- Uses workplace technologies:**
 - Familiarizes oneself with communication tools, e.g., web-based, email, social media
 - Creates online profile in accordance with company protocol, e.g., bio, blog
 - Shows understanding of organizational data safety protocols
 - Uses social media in accordance with organizational guidelines, e.g., doesn't talk about the company or use company logo on social media pages