**Communication Skills**

* **Exchanging information - Listening, interpreting, and speaking**
  + **Listening**
    - Listen to and follow the information and directions of others.
    - Listen actively to other perspectives and ideas.
    - Ask for clarifications.
    - Listen actively and respectfully while others speak.
  + **Interpreting**
    - Interpret visual, audio, and oral communication: recognizing and creating signs, interpreting and using symbols and sounds.
    - Understand the ways in which images and language interact to convey ideas.
    - Recognize the meaning of kinesthetic communication (body language).
    - Be aware of cultural differences when providing and interpreting communication.
  + **Speaking**
    - Speak and express ideas clearly and logically in small and large groups.
    - Give and receive meaningful feedback and feedforward.
    - State opinions clearly, logically, and respectfully.
    - Discuss and negotiate ideas and knowledge with peers and teachers.
    - Communicate with peers, experts and members of the learning community using a variety of digital environments and media.
* **Literacy - Reading, writing, and using language to gather and communicate information.**
  + **Reading**
    - Read a variety of sources for information and for pleasure.
    - Read critically and for comprehension.
    - Make inferences and draw conclusions.
    - Use and interpret a range of terms and symbols.
  + **Writing**
    - Use appropriate forms of writing for different purposes and audiences.
    - Paraphrase accurately and concisely.
    - Record information and observations by hand and through digital technologies.
    - Use a variety of scaffolding for writing tasks.
    - Organize information logically.
    - Make summary notes.
    - Communicate using a range of technologies and media.
    - Understand and use mathematical notation and other symbols.
    - Responsibly participate in, and contribute to, digital social media networks.
* **ICT - Communicating using technology to gather, investigate and share information.**
  + Understand the impact of media representations and modes of presentation.
  + Make informed choices about modes of communication based on audience.
  + Communicate information and ideas effectively to multiple audiences using a variety of media and modalities.