

**Subject Area:** Communication Skills  
**Unit Title:** Effective Communication Matters  
**Grade Level:** 11th Grade  
**Lesson Number:** 1 of 4

**Duration:** 60 minutes  
**Date:** March 12, 2024  
**Teacher:** Ms. Jane Smith  
**Room:** 205

## Curriculum Standards Alignment

### Content Standards:

- CCSS.ELA-Literacy.SL.11-12.1
- CCSS.ELA-Literacy.SL.11-12.2

### Skills Standards:

- Communication
- Collaboration

### Cross-Curricular Links:

- English Language Arts
- Life Skills

## Essential Questions & Big Ideas

### Essential Questions:

- What is effective communication?
- How can I improve my communication skills?

### Enduring Understandings:

- Effective communication is essential for building strong relationships and achieving academic success.
- Non-verbal communication can convey just as much information as verbal communication.

## Student Context Analysis

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### Class Profile:

- Total Students: 25
- ELL Students: 5
- IEP/504 Plans: 2
- Gifted: 3

### Learning Styles Distribution:

- Visual: 40%
- Auditory: 30%
- Kinesthetic: 30%

## Pre-Lesson Preparation

### Room Setup:

- Arrange desks in a circle for group discussion
- Prepare whiteboard and markers

### Technology Needs:

- Computer with internet access
- Projector and screen

### Materials Preparation:

- Handouts with guided questions
- Whiteboard markers

### Safety Considerations:

- Establish clear guidelines for group discussion
- Encourage respect and empathy among students

## Detailed Lesson Flow

### Introduction to Para-verbal and Non-verbal Communication (10 minutes)

- Introduce the topic of para-verbal and non-verbal communication
- Ask students to share experiences where they felt misunderstood or struggled to convey their message

### Understanding Para-verbal Communication (15 minutes)

- Define para-verbal communication and its importance in conveying emotions and attitudes
- Discuss the role of tone, pitch, volume, and pace in para-verbal communication

#### Engagement Strategies:

- Use role-plays to practice non-verbal communication
- Incorporate games and activities to practice active listening

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### Understanding Non-verbal Communication (15 minutes)

- Define non-verbal communication and its importance in conveying emotions and attitudes
- Discuss the role of body language, facial expressions, and eye contact in non-verbal communication

#### Checking for Understanding:

- Use visual aids to illustrate non-verbal cues
- Encourage self-reflection and self-awareness

### Overcoming Communication Obstacles (15 minutes)

- Discuss common communication obstacles, such as cultural or language barriers

- Provide strategies for overcoming these obstacles, such as active listening and clarification

### **Practicing Communication Skills (20 minutes)**

- Divide students into pairs or small groups to practice communication skills
- Provide scenarios or role-plays for students to practice using para-verbal and non-verbal communication

### **Conclusion and Reflection (10 minutes)**

- Summarize the key points of the lesson
- Ask students to reflect on what they learned and how they can apply it in their daily lives

## Differentiation & Support Strategies

### For Struggling Learners:

- Provide additional support and scaffolding
- Offer one-on-one instruction or small group instruction

### For Advanced Learners:

- Provide additional challenges and extensions
- Encourage independent research and projects

### ELL Support Strategies:

- Provide visual aids and graphic organizers
- Offer bilingual resources and support

### Social-Emotional Learning Integration:

- Encourage self-awareness and self-reflection
- Teach empathy and understanding of different perspectives

## Assessment & Feedback Plan

### Formative Assessment Strategies:

- Observe student participation and engagement during activities
- Review student reflections and self-assessments

### Success Criteria:

- Students will be able to define and explain para-verbal and non-verbal communication
- Students will be able to identify and analyze examples of para-verbal and non-verbal communication

### Feedback Methods:

- Provide constructive feedback and suggestions for improvement
- Encourage peer feedback and self-assessment

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## Homework & Extension Activities

### Homework Assignment:

Write a reflection on the importance of para-verbal and non-verbal communication in everyday life.

### Extension Activities:

- Create a video or podcast on the importance of para-verbal and non-verbal communication
- Design a campaign to promote effective communication in the school or community

### Parent/Guardian Connection:

Encourage parents/guardians to ask their child about what they learned in class and how they can apply it in their daily lives.

## Teacher Reflection Space

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### Pre-Lesson Reflection:

- What challenges do I anticipate?
- Which students might need extra support?
- What backup plans should I have ready?

### Post-Lesson Reflection:

- What went well?
- What would I change?
- Next steps for instruction?

## Introduction to Para-verbal and Non-verbal Communication

**Definition:**

Para-verbal communication refers to the way in which we convey meaning and attitude through our tone, pitch, volume, and pace of speech.

**Importance:**

Para-verbal communication can significantly impact the meaning and interpretation of a message.

**Examples:**

- Tone: A person's tone can convey emotions such as happiness, sadness, or anger.
- Pitch: A person's pitch can convey confidence or nervousness.
- Volume: A person's volume can convey emphasis or urgency.
- Pace: A person's pace can convey excitement or boredom.

## Non-verbal Communication

**Definition:**

Non-verbal communication refers to the way in which we convey meaning and attitude through our body language, facial expressions, and eye contact.

**Importance:**

Non-verbal communication can convey just as much information as verbal communication.

**Examples:**

- Body Language: A person's posture, gestures, and proximity can convey confidence, interest, or boredom.
- Facial Expressions: A person's facial expressions can convey emotions such as happiness, sadness, or surprise.
- Eye Contact: A person's eye contact can convey attention, interest, or avoidance.

## Overcoming Communication Obstacles

### Common Obstacles:

- Cultural or language barriers
- Physical or emotional disabilities
- Technological issues

### Strategies for Overcoming Obstacles:

- Active listening and clarification
- Using visual aids and graphic organizers
- Providing additional support and scaffolding

### Examples:

- Using a translator or interpreter for language barriers
- Providing accommodations for physical or emotional disabilities
- Using technology to facilitate communication

## Practicing Communication Skills

### Activities:

- Role-plays
- Group discussions
- Presentations

### Strategies for Practicing Communication Skills:

- Encouraging active listening and feedback
- Providing opportunities for self-reflection and self-assessment
- Using visual aids and graphic organizers to facilitate communication

### Examples:

- Having students practice active listening by repeating back what they heard
- Having students reflect on their own communication style and identify areas for improvement
- Using visual aids such as diagrams or charts to facilitate communication

## Conclusion

### Summary:

Effective communication is essential for building strong relationships, achieving academic success, and succeeding in personal and professional life.

### Key Takeaways:

- Para-verbal communication can significantly impact the meaning and interpretation of a message.
- Non-verbal communication can convey just as much information as verbal communication.

### Reflection Questions:

- What did I learn about para-verbal and non-verbal communication?
- How can I apply what I learned in my daily life?
- What challenges do I anticipate in practicing effective communication?

## Teacher Reflection Space

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Encourage parents/guardians to ask their child about what they learned in class and how they can apply it in their daily lives.

