

PLATO[®] Communication Skills

Grade Level: 9–Adult
Target Audience: High School/Adult
Audio Support: Yes

Product Features

- 75 discrete content objectives
- Listening and speaking skill activities
- Variety of Instructor Aides
- Learner Aids for team building
- Real-world scenarios
- Self-paced
- Competency-based instruction
- Use of the mastery model
- Character profiles
- Online tools to promote learner engagement

Product Benefits

- Promotes interpersonal skills
- Promotes listening and speaking skills
- Encourages learner to prepare speeches and presentations
- Models problem solving strategies
- Emphasizes team building skills
- Allows for small group interaction and communication
- Encourages learner to study at his or her own level and pace

Online Tools

Notebook—allows learner to type, save, and print notes

Glossary—provides definition of terms essential to understanding the activity

Dictionary—allows learner to search for the definition and correct spelling of a word

Menu Icons

Preferences—provides option to turn audio on/off and volume up/down

Print—allows learner to print screen

Hint—provides clues to help determine answers

Data—displays information relative to the activity

Help—provides explanation of menu icons and key strokes in the activity

Audio Stop/Play—allows learner to stop and play the auditory prompting

Talk—replays conversations within the applications and mastery tests

Menu—allows learner to return to the lesson menu

Right green arrow—moves forward to the next screen

Left green arrow—moves backward to previous screen

Left red arrow—allows learner to stop and exit the activity

Reference Materials (Refer to PLATO Documentation CD)

PLATO Curriculum Guide—Communication Skills

PLATO Curriculum Guide—Communication Skills—Learner and Instructor Aids



Getting Started

- Refer to the PLATO Curriculum Guide—PLATO Communication Skills to become familiar with the curriculum structure and terminology.
- Use the scope and sequence contained in the PLATO Curriculum Guide to identify learning objectives.
- Print copies of the listed Learner Aids in the PLATO Curriculum Guide.
- Begin previewing courseware for your area of concentration.

Module Progression

- Tutorial—presents real-world vocabulary and concepts (not scored).
- Application—reinforces objectives taught in the tutorial (scored).
- Mastery test—includes randomly generated questions with no help available (scored).

Assessment

- Use an informal interview as an authentic assessment.
- Assign the mastery tests as an assessment tool or pretest.
- Use the Learner Aids as criteria for assessing effective interpersonal skills, small group interaction, and presentations.

Implementation Strategies

- Use as preparation before speech class to set the stage for the topic.
- Use after a speech class to reinforce the concepts taught.
- Assign speeches to learner and have them use the Learner Aids to guide their presentations.
- Emphasize team-building skills by organizing group presentations.
- Conduct peer reviews to identify presentation strengths and areas of improvement.

Evaluation

- Generate teacher reports to track learner progress and measure gains.
- Evaluate report data to determine percent of modules of mastered.
- Use state or district standards-based rubric to evaluate learner presentations.
- Discuss the report data with learner to determine next step.

Extension Exercises

- Use the criteria learned to evaluate other professional speeches.
- Encourage learners to develop a rubric to evaluate each other's speeches and presentations.
- Encourage learners to attend a public forum to critique speeches.
- Create role playing scenarios to strengthen interpersonal skills.
- Encourage learner to keep a journal to track daily interpersonal exchanges.

Curriculum
Structure

Curriculum



Communication
Skills

Course



Interpersonal
Communication

Module



The Process
of
Communication

Tutorial

Application

Mastery Test

For more information, please call 800.44.PLATO or visit www.plato.com

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