

# *Communication*

## *Knowledge and Skills for Environmental Technology Education*

### *High School – Communication Knowledge and Skills*

From [Technology Studies I](#) Knowledge and Skills

- Demonstrate interpersonal skills as they relate to the workplace.
- Identify and apply methods of information acquisition and utilization.
- Apply basic skills in communications...appropriate to technological content and learning activities.
  - Demonstrate technical writing skills (e.g., memos, letters, documentation, incident narratives, research reports, procedures, plans).
  - Complete written data forms.
  - Read and interpret blue prints, flow diagrams, schematics, sketches, maps, and charts.
  - Give clear, concise verbal instructions.
  - Develop and use active listening skills.
  - Draw graphic communications (e.g., sketches, maps, charts).
  - Use photographic means to communicate/document information.
  - Demonstrate appropriate and tactful communication skills.

### *Two-Year College – Communication Knowledge and Skills*

Technical Communications, Including Writing and Speech

- Demonstrate technical writing skills (e.g., memos, letters, documentation, incident narratives, research reports, procedures, plans).
- Complete written data forms.
- Give clear, concise verbal instructions.
- Develop and use active listening skills.
- Draw graphic communications (e.g., sketches, maps, charts).
- Use photographic means to communicate/document information.
- Demonstrate appropriate and tactful communication skills.

Computer Applications

- File electronic documents systematically.
- Use computers, peripherals, and software programs (word processing, spread sheets, data bases, statistical analysis, CD ROM ).
- Access information and transfer data by computer communication techniques (e.g., e-mail, Internet, World Wide Web, commercial on-line services, bulletin board services).
- Transfer data from instruments (e.g., air monitors) to computers for data work-up and report preparation.
- Use networking LAN technology.
- Determine proper care and maintenance of information storage systems.

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