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Follow these simple steps to **access Texas Lesson Plans** that list the TEKS supported by the lesson.

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In this example, teachers have access to:
- TEKS Correlations
- Texas Lesson Plans
- Online Textbook
- Online Student Workbook
- Charting Your Career: Interest Inventory
- Online Instructor Resources

Note: Resources may vary by title.
Lesson Plan Chapter 1

Instructor: Date:
Course: Period/Section:

Chapter 1: Professional Communication

Section 1.1: Introduction to Professional Communication

Texas Essential Knowledge and Skills (TEKS) Standards
Please refer to the Curriculum Sequencing guide for a comprehensive listing of TEKS coverage.
- 2Eii, 3Aii, 3Aiv, 8Bi, 11Ei, 11Evii, 11Fi

Objectives
- Explain the meaning of professional communication.
- Identify the steps in the communication process.
- Distinguish between informal and formal communication.

Key Terms
- communication
- professional communication
- rhetoric
- goodwill
- communication process
- sender
- encoding
- transmission
- channel
- receiver
- interpersonal communication
- small group communication
- public communication
- decoding
- feedback
- informal communication
- etiquette
- formal communication
- protocol
- peer

Materials
- Professional Communication textbook
- Professional Communication Student Workbook (optional)
- G-W Learning companion website for Professional Communication
- Professional Communication Instructor’s Resources
- Professional Communication Instructor’s Presentations for PowerPoint® (optional)

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Texas Lesson Plans with TEKS References

View, edit, and print customizable lessons that give you full control and flexibility over the pacing, the curriculum, and the content.

TEKS Correlations and Curriculum Sequencing

Access a weekly program planning guide that lists the TEKS that you will be covering each week.

Texas Lesson Plans with TEKS References

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