This course supports the assessments for TJP1. The course covers 3 competencies and represents 1 competency units.

Introduction

Overview
This course introduces learners to elements of communication that are valued in college and beyond. Materials are based on five principles:

1. being aware of your communication with yourself and others,
2. using and interpreting verbal messages effectively,
3. using and interpreting nonverbal messages effectively,
4. listening and responding thoughtfully to others, and
5. adapting messages to others appropriately.

These five codes help you understand the many dynamics in place when we communicate verbally with others and the silent messages that we also send and receive. The course contains supporting media, articles, and excerpts to support a focus on developing verbal and non-verbal interpersonal communication within business, personal, and social settings.

Discovering and learning about communication is possible through electronic text and web-based learning resources. The following dialogue will act as a road map as you work through course materials and assessments. You will have full access to these materials while enrolled in the course.

Competencies
This course provides guidance to help you demonstrate the following 3 competencies:

- Competency 128.1.1: Foundations of Communication
  The graduate applies foundational elements of effective communication.
- Competency 128.1.2: Communication in Context
  The graduate applies appropriate communication strategies in interpersonal and group contexts.
- Competency 128.1.3: Public Presentation
  The graduate demonstrates effective presentational communication strategies in a given context.

Course Mentor Assistance
As you prepare to successfully demonstrate competency in this subject, remember that course mentors stand ready to help you reach your educational goals. As subject matter experts, mentors enjoy and take pride in helping students become reflective learners, problem solvers, and critical thinkers. Course mentors are excited to hear from you and eager to work with you.
Successful students report that working with a course mentor is the key to their success. Course mentors are able to share tips on approaches, tools, and skills that can help you apply the content you’re studying. They also provide guidance in assessment preparation strategies and troubleshoot areas of deficiency. Even if things don't work out on your first try, course mentors act as a support system to guide you through the revision process. You should expect to work with course mentors for the duration of your coursework, and you are encouraged to contact them as soon as you begin. Course mentors are fully committed to your success!

**Preparing for Success**

The information in this section is provided to detail the resources available for you to use as you complete this course.

**Learning Resources**

The learning resources listed in this section are required to complete the activities in this course. For many resources, WGU has provided automatic access through the course. However, you may need to manually enroll in or independently acquire other resources. Read the full instructions provided to ensure that you have access to all of your resources in a timely manner.

**Automatically Enrolled Learning Resources**

You will be automatically enrolled at the activity level for the following learning resources. Simply click on the links provided in the activities to access the learning materials.

**VitalSource E-Text**

The following textbooks are available to you as e-texts within this course. You will be directly linked to the specific readings required within the activities that follow.


*Important notes:*

- *This e-text is available to you as part of your program tuition and fees, but you may purchase hard copies at your own expense through a retailer of your choice. If you choose to do so, please use the ISBN listed to ensure that you receive the correct edition.*

- *Please note that not all secondary content resources listed in this publication are available to WGU students and faculty. Additional access codes to online material may not be included in the Learning Resources fee for this course. All content essential for success in the assessment is included.*

**Pearson CourseConnect**

Throughout the course, you will engage with CourseConnect’s *Introduction to Communication*. This
learning resource includes interactive presentation material, self-checks, and analysis. You will be directly linked to the specific modules required within the activities that follow.

**Elements and Applications of Effective Communications Learning Community**

You will need to engage with the Elements and Applications of Effective Communication Learning Community. You can access it through the "Learning Resources" tab. In this community, you will receive notices and instructions related to this course, and you will share ideas and thoughts with your course mentor and other students.

**Pacing Guide**

The pacing guide suggests a weekly structure to pace your completion of learning activities. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing guide carefully to complete the course in the suggested timeframe.

- [Pacing Guide: Application of Effective Communication](#)

*Note: This pacing guide does not replace the course. Please continue to refer to the course for a comprehensive list of the resources and activities.*

**Application Assessment**

You will now complete the performance assessment. This is the performance element paired with your TJC1 - Elements of Effective Communication course. You may want to review your materials from TJC1 before beginning your work here.

**Performance Assessment**

Follow the instructions in the topic to complete and submit the performance assessment for Application of Effective Communication.

Watch the following video for instructions on how to submit a student video into Taskstream:

*Note: To download this video, right-click the following link and choose "Save as...":* [download video](#)

**Effective Communication Review**

Before you begin the performance assessment, review your Elements of Effective Communication course. The contents of Elements of Effective Communication support the Lab assessment.

In addition to reviewing your Elements of Effective Communication course, review the following accompanying resources:
• *Communication: Principles for a Lifetime* e-text
  - Chapter 11 ("Developing Your Presentation")
  - Chapter 12 ("Organizing and Outlining Your Presentation")
  - Chapter 13 ("Delivering Your Presentation")
  - Chapter 14 ("Speaking to Inform")
  - Chapter 15 ("Speaking to Persuade")

• Pearson's MyCommunication Lab videos and exercises

  Chapter 11 ("Developing Your Presentation")
  - Martin Cox Discusses the Speech Purpose (video)
  - Fear of Public Speaking (video)

  Chapter 12 ("Organizing and Outlining Your Presentation")
  - Conclusions: Using Recapping/Summary (video)

  Chapter 13 ("Delivering Your Presentation")
  - Using Presentation Aids (video)

  Chapter 14 ("Speaking to Inform")
  - Informative Speeches (review activity)
  - Informative Speech Example: "Elvis Presley" (video)

  Chapter 15 ("Speaking to Persuade")
  - The Process of Building a Persuasive Argument (video)
  - The Process of Building a Persuasive Argument (review activity)
  - Generating Credibility (video)
  - Persuasive Speech Example: "Mandatory Minimums" (video)

**Elements of Effective Communication Performance Task**

Complete the following tasks in TaskStream:

• Application of Effective Communication : TJP Task 1
  - Presentation rationale including purpose, audience, significance of topic
  - Outline or presentation plan with an APA-formatted reference list
  - Visual element
  - Three potential audience questions and responses

• Application of Effective Communication : TJP Task 2
  - Recorded video (5-7 minutes in length)
  - Copy of the reference list from Task 1
For details about this performance assessment, see the "Assessment" tab in this course.

**Final Steps**

Congratulations on completing the activities in this course! This course has prepared you to complete the assessments associated with this course. If you have not already been directed to complete the assessments, schedule and complete them now.