



Professional Communications
Mrs. Maxwell
2022-2023 Syllabus

Course Overview

Welcome to Professional Communications! This is a semester course that students complete to fulfill their high school speech requirement. During the semester, students will learn the elements of the communication process. They will be given opportunities to communicate on various levels including interpersonal, intrapersonal, one to group, and small group. In addition, they will identify and evaluate examples of mass communication. Also, students will learn content vocabulary and will be assigned various projects throughout the semester that allow them to practice techniques of public speaking such as appropriate eye contact, voice tone, projection, clarity, and timing of speech delivery. The skills learned in this class are relevant and beneficial to any career that students might choose.

Grading Policy

Daily Work: 50%

Tests: 50%

Class Rules and Procedures

SUPPLIES: one folder with pockets and brads

- 1. Be Prompt**
- 2. Be Prepared**
- 3. Be a Promoter**
 - **Folders may be left in the class period bin.**
 - **Completed assignments should be turned in directly to Mrs. Maxwell.**
 - **Mrs. Maxwell dismisses class.**

Contact Information

Email: kmaxwell@millsapsisd.net

Conference Times: Monday - 12:00-12:50

Tuesday/Thursday - 11:40 - 12:40