### Communication

#### I. Communication skills

# How can students communicate through interaction?

## Exchanging thoughts, messages and information effectively through interaction

- Give and receive meaningful feedback
- Use intercultural understanding to interpret communication
- Use a variety of speaking techniques to communicate with a variety of audiences
- Use appropriate forms of writing for different purposes and audiences
- Use a variety of media to communicate with a range of audiences
- Interpret and use effectively modes of non-verbal communication
- Negotiate ideas and knowledge with peers and teachers
- Participate in, and contribute to, digital social media networks
- Collaborate with peers and experts using a variety of digital environments and media
- Share ideas with multiple audiences using a variety of digital environments and media

# How can students demonstrate communication through language?

## Reading, writing and using language to gather and communicate information

- Read critically and for comprehension
- Read a variety of sources for information and for pleasure
- Make inferences and draw conclusions
- Use and interpret a range of discipline-specific terms and symbols
- Write for different purposes
- Understand and use mathematical notation
- Paraphrase accurately and concisely
- Preview and skim texts to build understanding
- Take effective notes in class
- Make effective summary notes for studying
- Use a variety of organizers for academic writing tasks
- Find information for disciplinary and interdisciplinary inquiries, using a variety of media
- Organize and depict information logically
- Structure information in summaries, essays and reports

Social	
II. Collaboration skills	
How can students	Working effectively with others
collaborate?	<ul> <li>Use social media networks appropriately to build and develop relationships</li> <li>Practise empathy</li> <li>Delegate and share responsibility for decision-making</li> <li>Help others to succeed</li> <li>Take responsibility for one's own actions</li> <li>Manage and resolve conflict, and work collaboratively in teams</li> <li>Build consensus</li> <li>Make fair and equitable decisions</li> <li>Listen actively to other perspectives and ideas</li> <li>Negotiate effectively</li> <li>Encourage others to contribute</li> <li>Exercise leadership and take on a variety of roles within groups</li> <li>Give and receive meaningful feedback</li> </ul>
	Advocate for one's own rights and needs
Self-management	
III. Organization skills	
How can students	Managing time and tasks effectively
demonstrate organization skills?	<ul> <li>Plan short- and long-term assignments; meet deadlines</li> <li>Create plans to prepare for summative assessments (examinations and performances)</li> <li>Keep and use a weekly planner for assignments</li> <li>Set goals that are challenging and realistic</li> <li>Plan strategies and take action to achieve personal and academic goals</li> <li>Bring necessary equipment and supplies to class</li> <li>Keep an organized and logical system of information files/notebooks</li> <li>Use appropriate strategies for organizing complex information</li> <li>Understand and use sensory learning preferences (learning styles)</li> </ul>

### **IV. Affective skills**

# How can students manage their own state of mind?

### Managing state of mind

- Mindfulness
  - Practise focus and concentration
  - Practise strategies to develop mental focus
  - Practise strategies to overcome distractions
  - Practise being aware of body-mind connections
- Perseverance
  - Demonstrate persistence and perseverance
  - Practise delaying gratification
- **Emotional management** 
  - Practise strategies to overcome impulsiveness and anger
  - Practise strategies to prevent and eliminate bullying
  - Practise strategies to reduce stress and anxiety
- Self-motivation
  - Practise analysing and attributing causes for failure
  - Practise managing self-talk
  - Practise positive thinking
- Resilience
  - Practise "bouncing back" after adversity, mistakes and failures
  - Practise "failing well"
  - Practise dealing with disappointment and unmet expectations
  - Practise dealing with change

### V. Reflection skills

### How can students be reflective?

### (Re)considering the process of learning; choosing and using ATL skills

- Develop new skills, techniques and strategies for effective learning
- Identify strengths and weaknesses of personal learning strategies (self-assessment)
- Demonstrate flexibility in the selection and use of learning strategies
- Try new ATL skills and evaluate their effectiveness
- Consider content
  - What did I learn about today?
  - What don't I yet understand?
  - What questions do I have now?
- Consider ATL skills development
  - What can I already do?
  - How can I share my skills to help peers who need more practice?
  - What will I work on next?
- Consider personal learning strategies
  - What can I do to become a more efficient and effective learner?
  - How can I become more flexible in my choice of learning strategies?
  - What factors are important for helping me learn well?
- Focus on the process of creating by imitating the work of others
- Consider ethical, cultural and environmental implications
- Keep a journal to record reflections

### Research

#### VI. Information literacy skills

# How can students demonstrate information literacy?

### Finding, interpreting, judging and creating information

- Collect, record and verify data
- Access information to be informed and inform others
- Make connections between various sources of information
- Understand the benefits and limitations of personal sensory learning preferences when accessing, processing and recalling information
- Use memory techniques to develop long-term memory
- Present information in a variety of formats and platforms
- Collect and analyse data to identify solutions and make informed decisions
- Process data and report results
- Evaluate and select information sources and digital tools based on their appropriateness to specific tasks
- Understand and use technology systems
- Use critical-literacy skills to analyse and interpret media communications
- Understand and implement intellectual property rights
- Create references and citations, use footnotes/endnotes and construct a bibliography according to recognized conventions
- Identify primary and secondary sources

#### VII. Media literacy skills

# How can students demonstrate media literacy?

### Interacting with media to use and create ideas and information

- Locate, organize, analyse, evaluate, synthesize and ethically use information from a variety of sources and media (including digital social media and online networks)
- Demonstrate awareness of media interpretations of events and ideas (including digital social media)
- Make informed choices about personal viewing experiences
- Understand the impact of media representations and modes of presentation
- Seek a range of perspectives from multiple and varied sources
- Communicate information and ideas effectively to multiple audiences using a variety of media and formats
- Compare, contrast and draw connections among (multi)media resources



## **Thinking**

#### VIII. Critical-thinking skills

# How can students think critically?

### Analysing and evaluating issues and ideas

- Practise observing carefully in order to recognize problems
- Gather and organize relevant information to formulate an argument
- Recognize unstated assumptions and bias
- Interpret data
- Evaluate evidence and arguments
- Recognize and evaluate propositions
- Draw reasonable conclusions and generalizations
- Test generalizations and conclusions
- Revise understanding based on new information and evidence
- Evaluate and manage risk
- Formulate factual, topical, conceptual and debatable questions
- Consider ideas from multiple perspectives
- Develop contrary or opposing arguments
- Analyse complex concepts and projects into their constituent parts and synthesize them to create new understanding
- Propose and evaluate a variety of solutions
- Identify obstacles and challenges
- Use models and simulations to explore complex systems and issues
- Identify trends and forecast possibilities
- Troubleshoot systems and applications

### IX. Creative-thinking skills

### How can students be creative?

#### Generating novel ideas and considering new perspectives

- Use brainstorming and visual diagrams to generate new ideas and
- Consider multiple alternatives, including those that might be unlikely or impossible
- Create novel solutions to authentic problems
- Make unexpected or unusual connections between objects and/or
- Design improvements to existing machines, media and technologies
- Design new machines, media and technologies
- Make guesses, ask "what if" questions and generate testable hypotheses
- Apply existing knowledge to generate new ideas, products or processes
- Create original works and ideas; use existing works and ideas in new
- Practise flexible thinking—develop multiple opposing, contradictory and complementary arguments
- Practise visible thinking strategies and techniques
- Generate metaphors and analogies

## X. Transfer skills

# How can students transfer skills and knowledge across disciplines and subject groups?

# Using skills and knowledge in multiple contexts

- Use effective learning strategies in subject groups and disciplines
- Apply skills and knowledge in unfamiliar situations
- Inquire in different contexts to gain a different perspective
- Compare conceptual understanding across multiple subject groups and disciplines
- Make connections between subject groups and disciplines
- Combine knowledge, understanding and skills to create products or solutions
- Transfer current knowledge to learning of new technologies
- Change the context of an inquiry to gain different perspectives