



Communication	
Communication Skills	
Exchanging thoughts, messages and information effectively through interaction <ul style="list-style-type: none">* Give & 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 & audiences* Use a variety of media to communicate with a range of audiences* Interpret & use effectively modes of non*verbal communication* Negotiate ideas & knowledge with peers & teachers* Participate in, & contribute to, digital social media networks* Collaborate with peers & experts using a variety of digital environments & media* Share ideas with multiple audiences using a variety of digital environments & media	Reading, writing, and using language to gather and communicate information <ul style="list-style-type: none">* Read critically & for comprehension* Read a variety of sources for information & for pleasure* Make inferences & draw conclusions* Use & interpret a range of discipline*specific terms & symbols* Write for different purposes* Understand & use mathematical notation* Paraphrase accurately & concisely* Preview & 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 & interdisciplinary inquiries, using a variety of media* Organize and depict information logically* Structure information in summaries, essays, & reports
Social	
Collaboration Skills	
Working effectively with others <ul style="list-style-type: none">* Use social media networks appropriately to build/develop relationships* Make fair and equitable decisions* Delegate and share responsibility for decision-making* Exercise leadership and take on a variety of roles within groups* Take responsibility for one's own actions* Manage and resolve conflict and work collaboratively in teams* Listen actively to other perspectives and ideas	<ul style="list-style-type: none">* Build consensus* Encourage others to contribute* Negotiate effectively* Help others to succeed* Advocate for one's own rights and needs* Give and receive meaningful feedback* Practice empathy
Research	
Information Literacy Skills	Media Literacy Skills
Finding, interpreting, judging, and creating information <ul style="list-style-type: none">* Collect, record, and verify data* Access information to be informed and inform others* Make connections between various sources of information* Understand the benefits & limitations of personal sensory learning preferences when accessing, processing, & recalling information* Use memory techniques to develop long*term memory* Present information in a variety of formats and platforms* Collect & analyze data identify solutions & 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 analyze 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	Interacting with media to use and create ideas and information <ul style="list-style-type: none">* Locate, organize, analyze, evaluate, synthesize, & ethically use information from a variety of sources & 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 presentations* Seek a range of perspectives from multiple & varied sources* Communicate information and ideas effectively to multiple audiences using a variety of media and formats* Compare, contract, & draw connections among (multi)media resources

Self-Management		
Organization Skills	Reflection skills	Affective skills
Managing time and tasks effectively * Plan short* and long*term assignments; meet deadlines * Create plans to prepare for summative assessments (examinations & performances) * Keep and use a weekly planner for assignments * Set goals that are challenging and realistic * Plan strategies and take action to achieve personal and academic goals * Bring necessary equipment and supplies to class * Keep an organized and logical system of information files/notebooks * Use appropriate strategies for organizing complex information * Understand and use sensory learning preferences (learning styles) * Select and use technology effectively and productively	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 <u>Consider content</u> *What did I learn about today? *What don't I yet understand? *What questions do I have now? <u>Consider ATL skills development</u> *What can I already do? *How can I share my skills to help peers who need more practice? *What will I work on next? <u>Consider personal learning strategies</u> *What can I do to become a more efficient and effective leader? *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	Managing state of mind <u>Mindfulness</u> *Practice focus and concentration *Practice strategies to develop mental focus and to overcome distractions *Practice being aware of body*mind connections <u>Perseverance</u> *Demonstrate persistence and perseverance <u>Emotional management</u> *Practice strategies to overcome impulsiveness and anger *Practice strategies to reduce stress anxiety <u>Self-motivation</u> *Practice analyzing and attributing causes for failure *Practice managing self-talk and positive thinking <u>Resilience</u> *Practice “bouncing back” after adversity, mistakes, and failures *Practice “failing well” *Practice dealing with disappointment and unmet expectations *Practice dealing with change

Thinking		
Critical Thinking Skills	Creative Thinking Skills	Transfer Skills
Analyzing and evaluating issues and ideas * Practice observing carefully in order to recognize problems * Gather and organize relevant information to formulate an argument * Recognize unstated assumptions & bias * Interpret data (cont'd) * 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 * Analyze 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	Utilizing skills and knowledge in multiple contexts * Utilize effective learning strategies in subject groups and disciplines * Apply skills and knowledge in unfamiliar situations * Inquire in different contexts and 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	Generating novel ideas and considering new perspectives * Use brainstorming and visual diagrams to generate new ideas and inquiries * 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 ideas * 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 ways * Practice flexible thinking*develop multiple opposing, contradictory, and complementary arguments * Practice visible thinking strategies and techniques * Generate metaphors and analogies

