

# Advanced Language for Career Applications: High School

## INTERPERSONAL COMMUNICATION: SPEAKING AND WRITING:

The student negotiates meaning through the spoken and written exchange of information in the target language in rehearsed and unrehearsed situations in a variety of contexts appropriate to the professional, business, or industry setting. [HS.AL.1](#)

- 1 use professional etiquette and protocol such as making introductions, speaking on the telephone, and offering and receiving feedback appropriate to the professional, business, or industry setting; [HS.AL.1.1](#)
- 2 participate appropriately in conversations and in informal written exchanges related to the professional, business, or industry setting; [HS.AL.1.2](#)
- 3 identify and use appropriate strategies for communicating with diverse individuals; [HS.AL.1.3](#)
- 4 evaluate the effectiveness of one's own and others' communication; [HS.AL.1.4](#)
- 5 give and receive complex oral instructions to perform tasks specific to the professional, business, or industry setting; [HS.AL.1.5](#)
- 6 interact and react in spoken conversation using culturally appropriate expressions, formally and informally, and gestures; and [HS.AL.1.6](#)
- 7 interact and react in writing using culturally appropriate expressions, formally and informally, and style. [HS.AL.1.7](#)

## INTERPRETIVE COMMUNICATION: READING AND LISTENING:

The student comprehends connected statements appropriate to the target language and the professional, business, or industry setting from culturally authentic print, digital, audio, and audiovisual materials. [HS.AL.2](#)

- 1 employ appropriate verbal, nonverbal, and listening comprehension skills to enhance relationships in the professional, business, or industry setting; [HS.AL.2.1](#)
- 2 paraphrase the main idea and supporting details from professional, business, or industry-related texts, audio, and audiovisual materials; [HS.AL.2.2](#)
- 3 compare and contrast practices and perspectives related to the professional, business, or industry setting from authentic print, digital, audio, and audiovisual materials; [HS.AL.2.3](#)
- 4 use prior knowledge and experiences to understand and interpret meanings in oral and written print, digital, audio, and audiovisual materials appropriate to the professional, business, or industry setting; [HS.AL.2.4](#)
- 5 apply data to evaluate performance or provide solutions to problems specific to the professional, business, or industry setting; [HS.AL.2.5](#)

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**6 understand and follow directives and procedures within the context of the professional, business, or industry setting.** HS.AL.2.6

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**PRESENTATIONAL COMMUNICATION: SPEAKING AND WRITING:** The student presents business or industry-related information in the target language both orally and in writing using a mixture of sentences and connected discourse with appropriate and applicable grammar structures and processes with an awareness of situational uses of language in cultural contexts. HS.AL.3

- 1 apply spoken and written conventions and mechanics;** HS.AL.3.1
- 2 present analyzed data and communicate findings in a variety of formats specific to the professional, business, or industry setting;** HS.AL.3.2
- 3 design and present an effective professional, business, or industry-related product using appropriate register for the audience, occasion, and purpose;** HS.AL.3.3
- 4 create written, oral, and visual presentations of professional, business, or industry-related information to inform, persuade, or motivate an audience.** HS.AL.3.4

**PROFESSIONAL, BUSINESS, OR INDUSTRY-SPECIFIC TERMINOLOGY:** The student effectively communicates using the target language and cultural understanding in rehearsed and unrehearsed situations using professional, business, or industry-specific terminology. HS.AL.4

- 1 use various strategies to infer the meaning of unfamiliar words or phrases in business or industry-specific texts, audio, and audiovisual materials such as trade publications, case studies, business journals, or conference presentations;** HS.AL.4.1
- 2 apply newly acquired basic and academic language related to the professional, business, or industry setting in meaningful ways that build concepts and language implementation;** HS.AL.4.2
- 3 demonstrate an understanding of different dialects used in communities served by the profession, business, or industry;** HS.AL.4.3
- 4 communicate using advanced technical vocabulary, jargon, and abbreviations business, or industry setting in meaningful ways that build concepts and language implementation;** HS.AL.4.4
- 5 communicate using advanced technical vocabulary, jargon, and abbreviations necessary for communicating with employers, clients, and other professionals in the target language.** HS.AL.4.5

**CAREER APPLICATIONS:** The student demonstrates professional standards/employability skills as required in the

- 1 demonstrate appropriate communication for employers, clients, and coworkers in the target language through verbal, nonverbal, and digital means;** HS.AL.5.1
- 2 demonstrate professional etiquette appropriate to the professional, business, or industry setting;** HS.AL.5.2

**professional, business,  
or industry  
setting.** HS.AL.5

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- 3 demonstrate an understanding of relevant ethical and legal issues such as confidentiality and fiduciary responsibility;** HS.AL.5.3
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- 4 communicate effectively in the target language in career development activities such as mock interviews;** HS.AL.5.4
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- 5 set goals and reflect on progress in using the target language for career development and advancement;** HS.AL.5.5
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- 6 adhere to ethical codes of conduct by following copyright laws and restrictions and using technology responsibly.** HS.AL.5.6