

**BASIC
SKILLS
MATRIX**



Reading Skills

UNITS OF INSTRUCTION	Reading Comprehension							Research/Reference					Functional Reading										
	Gain factual information	Distinguish fact, opinion and inference	Recognize stereotyping and bias	Recognize propaganda	Analyze cause and effect	Draw conclusions	Make generalizations	React to written material	Apply word analysis techniques	Select useful resources	Locate resources	Find materials in library	Use standard references	Use in-book reference tools	Use audiovisual media	Use computer data base	Use magazines and newspapers	Interpret forms and records	Follow written instructions	Interpret graphics and symbols	Use content area vocabulary	Interpret abbreviations/acronyms	Read aloud
Unit 1																		X					
Unit 2																		X					
Unit 3						X												X					
Unit 4													X					X					
Unit 5							X											X					
Unit 6									X		X							X					

BASIC SKILLS MATRIX



Writing Skills

UNITS OF INSTRUCTION	Language		Composition						Research			Functional Writing											
	Use standard grammar, spelling, and capitalization	State ideas clearly	Use complete sentences	Develop preliminary outline	Use topic sentences	Use introductory/closing paragraphs	Compose reports	Compose essays	Proofread and edit	Construct graphics and symbols	Take notes	Use note cards	Create bibliography	Use footnotes	Outline material	Complete forms and records	Write instructions	Write letters	Write job applications	Write resumes	Use word processing	Use computer graphics	
Unit 1										X													
Unit 2																							
Unit 3		X								X													
Unit 4		X																					
Unit 5	X								X														
Unit 6	X																						

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Math Skills

UNITS OF INSTRUCTION	Operation and Calculation														Math Application										
	Round off numbers	Estimate answers	Use scientific notations	Use exponential notations	Calculate with whole numbers	Calculate with fractions	Calculate with decimals	Convert whole numbers to fractions	Convert whole numbers to decimals	Solve numerical expressions	Solve formulae and equations	Obtain squares and square roots	Converts units of measure	Perform metric calculations	Solve word problems	Select/apply mathematical formula	Select/apply mathematical procedure	Use English and metric measures	Solve time/rate/distance problems	Solve ratio/proportion problems	Solve percent problems	Apply techniques of scaling	Apply algebra principles	Apply geometry principles	Apply trigonometry principles
Unit 1					X											X					X				
Unit 2					X					X						X					X				
Unit 3					X											X									
Unit 4																X									
Unit 5																									
Unit 6																									

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Math Skills (continued)

UNITS OF INSTRUCTION	Data Analysis and Display										Functional Math													
	Interpret charts and tables	Interpret graphs	Collect/record data	Apply sampling techniques	Apply principles of probability	Construct charts and tables	Construct graphs	Calculate statistics	Interpret statistics	Interpret plans/blueprints	Make measurements	Perform banking transactions	Make change	Solve practical problems	Calculate gross earnings	Solve income/expense problems	Prepare a budget	Calculate interest	Solve interest problems	Calculate sales tax	Determine income tax	Use calculator for computation	Use computer for computation	Use computer spreadsheets
Unit 1									X	X			X											
Unit 2																								
Unit 3									X															
Unit 4										X														
Unit 5																								
Unit 6																								

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Science Skills

UNITS OF INSTRUCTION	General Science										Life Science					
	Apply computing skills	Apply scientific method of inquiry	Conduct experiments/Practicals	Investigate science ethics	Investigate science history	Investigate/apply economics in technology	Use scientific instruments	Investigate/apply technology	Collect specimens	Identify/classify living organisms	Investigate biological history of the earth	Investigate food chains, webs, pyramids	Investigate/apply principles of human development	Investigate/apply principles of genetics/heredity	Investigate/apply principles of anatomy/physiology	Investigate health issues
Unit 1																
Unit 2																
Unit 3																
Unit 4																
Unit 5																
Unit 6																

BASIC SKILLS MATRIX



Science Skills (continued)

UNITS OF INSTRUCTION	Physical Science					Earth Science										
	Analyze/classify matter	Investigate forms/changes of matter	Investigate forms/changes of energy	Investigate/apply chemical properties	Investigate/apply physical laws	Investigate physical characteristics of the earth	Investigate geological history of the earth	Investigate physical forces acting on the earth	Solve problems of longitude, latitude, and time zones	Investigate conservation of physical resources	Investigate conservation of living resources	Investigate issues of environmental impact	Apply science principles to environmental issues			
Unit 1																
Unit 2																
Unit 3																
Unit 4																
Unit 5																
Unit 6																

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**Oral Communication
Skills**

UNITS OF INSTRUCTION	Oral Presentation			Listening			Interactive Communication																	
	Make informative presentations	Make persuasive presentations	Present personal opinion/viewpoint	Use good speaking techniques	Select/use words effectively	Use effective body language	Present appropriate appearance	Integrate audio and/or visual materials into oral presentations	Adapt presentation to specific audience	Apply active listening skills	Distinguish fact, opinion, and inference	Draw conclusions/make generalizations	Analyze/identify point of view	Give/follow oral directions	Apply questioning techniques	Conduct/receive interviews	Analyze/apply nonverbal communication	Work effectively in a group	Communicate with clients/customers/patients	Communicate with co-workers	Communicate with supervisors	Communicate with professional colleagues/associates	Apply telephone etiquette	
Unit 1																								
Unit 2																								
Unit 3																								
Unit 4																								
Unit 5																								
Unit 6																								

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**Interpersonal or Relating
Skills**

UNITS OF INSTRUCTION	General Relating										Teamwork/Cooperation																
	Investigate/apply communication process models	Analyze/apply nonverbal communication	Investigate/apply cross-cultural communication	Interact with co-workers	Interact with supervisors	Interact with clients/customers/patients	Interact with professional colleagues/associates	Interact with family/friends	Participate in group activities	Participate in industrial relations/functions	Identify personal values/attitudes	Apply information to life experiences	Identify values/attitudes	Identify needs/drives	Select/apply appropriate behavior	Investigate/identify personal styles	Investigate/identify group/corporate climate	Give/receive feedback	Identify hidden purposes	Investigate/apply group dynamics	Control undesirable/inappropriate behavior	Resolve conflicts	Clarify goals/objectives	Devise "win/win" situations	Build consensus	Generate ideas	Present point of view
Unit 1																											
Unit 2																											
Unit 3																											
Unit 4																											
Unit 5																											
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Critical Thinking

Cognitive Activities

UNITS OF INSTRUCTION	Cognitive Activities																				
	Collect/record information	Identify critical elements/issues	Define a problem	Identify underlying causes	Apply a problem-solving model	Analyze/synthesize information	Identify/analyze underlying assumptions	Draw conclusions	Predict results/outcomes	Identify/evaluate consequences	Identify/develop alternatives	Evaluate alternatives	Select an alternative	Devise a solution	Create a finished product	Apply intuitive thinking techniques	Transfer knowledge/training to new situations	Apply new technology	Develop an action plan	Evaluate results/outcomes	
Unit 1						X		X									X				
Unit 2								X									X				
Unit 3		X						X													
Unit 4		X		X	X	X		X	X		X	X									
Unit 5	X					X		X													
Unit 6																					

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Employability Skills

UNITS OF INSTRUCTION	Job Search/Selections							Job Acquisition/Development															
	Analyze personal occupational aptitudes/preferences	Investigate employment prospects of a career field/occupation	Investigate training requirements for a career field/occupation	Investigate benefits of a career field/occupation	Compare/evaluate career options	Develop personal career path	Locate appropriate jobs	Analyze duties/requirements/benefits of specific job	Master specific job task/procedure	Complete job-related applications	Write a letter of application	Write personal resume	Interview for a job	Apply business etiquette	Practice good work habits/attitudes	Practice good personal presentation	Develop self confidence/esteem	Develop effective leadership	Deal effectively with supervisors	Deal effectively with co-workers	Deal effectively with professional colleagues/associates	Deal effectively with customers/clients/patients	
Unit 1									X														
Unit 2									X						X		X						
Unit 3									X														
Unit 4									X						X		X						
Unit 5									X						X		X						
Unit 6																							

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Social Studies Skills

UNITS OF INSTRUCTION	Information Analysis					Social Studies Application																	
	Collect/record data	Interpret graphical information	Construct graphical information	Interpret maps/globes	Interpret statistical information	Analyze/Interpret demographic information	Investigate/apply U.S. history	Investigate/apply world history	Investigate/apply U.S. geography	Investigate/apply world geography	Investigate/apply principles of government/politics	Investigate/apply principles of economics	Investigate/apply principles of ethics	Investigate/apply principles of psychology	Investigate/apply principles of sociology	Investigate/apply cross-cultural studies							
Unit 1																							
Unit 2																							
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Unit 4																							
Unit 5																							
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**Social Studies Skills
(continued)**

Functional Social Studies

UNITS OF INSTRUCTION	Practice responsible personal economics	Prepare a personal budget	Use credit responsibly	Practice good work ethics	Participate in industrial relations	Interact with people of different races/cultures	Investigate/participate in government	Investigate/apply American legal practices	Select/use sources of information on current events	Analyze current events	Analyze consumer issues	Analyze social issues	Analyze conservation/ecology issues	Analyze social impact of science/technology	Analyze economic impact of science/technology					
Unit 1																				
Unit 2																				
Unit 3																				
Unit 4																				
Unit 5																				
Unit 6																				