

CA – 1 Vocabulary Terms	Communication Arts Embedded Credit
Arcadia Valley Career and Technology Center	Last Update: September 2004
Honors Grade – 85% or better on tests	Passing Grade – 60% or better on tests

OBJECTIVE: Students will improve reading comprehension in their skill training area by organized development of vocabulary recognition related to the career field.

Introduction:

Reading comprehension is vital to the success of an employee in today’s world of business. Today’s employees must be savvy in recognizing career related terms. Additionally, today’s employee must also be able to know, and communicate, these terms by the career field definition that is most widely accepted by the professionals, and non-professionals, within the skill training area. Recognizing the importance of words and their meanings, the Arcadia Valley Career and Technology Center provides each student with support in the area of career specific vocabulary and term definitions.

During enrollment in a vocational training program at the Arcadia Valley Career and Technology Center, students are required to participate in a program that seeks to improve each students recognition of career field related vocabulary. Each student is required to take semester exams that have a focus on vocabulary recognition within her/his chosen skill training area. By stressing the importance of developing a strong career field vocabulary the Career and Technology Center believes that all students in the skill training programs will show marked improvement in reading comprehension of career related materials.

The chosen terms are vocational program specific to build the successful graduate’s knowledge and understanding, thus, enhancing her/his successful communication within the skill training area. Enhancement of reading comprehension begins with word recognition and understanding term definitions. To provide opportunity for excellence in vocational training, the Arcadia Valley Career and Technology Center provides all students the opportunity for expanding her/his career related vocabulary.

Each vocational program instructor completes the following:

- 1. Identifies the terms that are essential for the skill training area.**
 - a. Each program has approximately 200 terms for a two-year program participant.
 - b. The definitions start with the textbook definition, but also have additional information when necessary.
 - c. Semester final exams have vocabulary related questions of terms covered during the class periods leading up to the exam date.

- 2. Encouraging students to learn the definitions by:**
 - a. Developing a method for keeping an on-going list of terms in a log of some kind.
 - b. Regular practice of putting various term definitions in the students’ own words.
 - c. Use of “word walls” in the classroom and/or shop area that place the terms and their definitions in front of the students regularly.

- 3. Developing a list of terms for the career related vocabulary list based on the following divisions:**
 - a. Specific terms related to the individual skill training area.
 - b. General terms that are related to all vocational training programs.
- 4. Developing test questions on semester exams that monitor student understanding of class specific terms and their definitions.**
- 5. Developing test questions that require students to choose to define terms in her/his own words. Combined with the multiple-choice questions on the semester exam, these questions should demonstrate student comprehension of the selected terms.**