**[COMMUNICATION AND COLLABORATION](http://www.p21.org/about-us/p21-framework/261-communication-and-collaboration)**



* Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
* Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions
* Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade)
* Utilize multiple media and technologies, and know how to judge their effectiveness a priori as well as assess their impact
* Communicate effectively in diverse environments (including multi-lingual)

*Collaborate with Others*

* Demonstrate ability to work effectively and respectfully with diverse teams
* Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal
* Assume shared responsibility for collaborative work, and value the individual contributions made by each team member

Additional resources are listed below:

1.   [Web Index for Communication Resources](http://www.khake.com/page66.html)

Online index of many communication related topics and resources

2.   [Engauge overview of communication skills](http://pict.sdsu.edu/engauge21st.pdf%22%20%5Ct%20%22_blank)

3.   [List of resources for communication skills - MIT](http://hrweb.mit.edu/learning-development/learning-topics/comm/resources)

4.   [MindTools - E-book on communication skills](http://www.mindtools.com/CommSkll/CommunicationSkills.htm%22%20%5Ct%20%22_blank)

The articles in this section of Mind Tools help you to understand effective communication, and then show you how to communicate your message in the best possible way. After completing this section, you should have a better understanding of how to communicate effectively - to individuals and groups, via spoken communications, written communications, and even electronic communications.

5. [Teaching the iGeneration: 5 Easy Ways to Introduce Essential Skills With Web 2.0 Tools](http://www.solution-tree.com/catalogsearch/result/?q=Teaching+the+iGeneration)

In this book, each chapter introduces an enduring skill: information fluency, persuasion, communication, collaboration, and problem solving. Then, the authors present a digital solution that can be used to enhance traditional skill-based instructional practices. A collection of handouts and supporting materials tailored to each skill and tool type ends each chapter.