In order to fulfill responsibilities as parents/family members, citizens/community members, and workers, adults must be able to:

**Convey Ideas in Writing**

- Determine the purpose for communicating.
- Organize and present information to serve the purpose, context, and audience.
- Pay attention to conventions of English language usage, including grammar, spelling, and sentence structure, to minimize barriers to reader’s comprehension.
- Seek feedback and revise to enhance the effectiveness of the communication.

**COMMON ACTIVITIES**

- Gather, Analyze, and Use Information
- Manage Resources
- Work Within the Big Picture
- Work Together
- Provide Leadership
- Guide and Support Others
- Seek Guidance and Support From Others
- Develop and Express Sense of Self
- Respect Others and Value Diversity
- Exercise Rights and Responsibilities
- Create and Pursue Vision and Goals
- Use Technology and Other Tools to Accomplish Goals
- Keep Pace With Change