

Business Communications

(half-year course)

Month	Content	Skills	Assessment	Essential Questions
September/ February	<ul style="list-style-type: none"> Communications at Work 	<ul style="list-style-type: none"> Identify the different ways people communicate. Distinguish between word processing & information processing. Define slang, pun, & snarl words. 	<ul style="list-style-type: none"> verbal response to questions student examples case analysis tests 	<ul style="list-style-type: none"> Why is the method of communication important? Explain the impact of word choice on a listener/reader.
	<ul style="list-style-type: none"> Psychology of Work 	<ul style="list-style-type: none"> List & define Maslow's Hierarchy of Needs. Recognize the importance of good will. Understand that gestures in other countries mean different things. 	<ul style="list-style-type: none"> application of Hierarchy to situations report of local stores & good will used with customers case analysis test 	<ul style="list-style-type: none"> How does Maslow's Hierarchy apply to everyone's life? How does body language impact a message/receiver?
	<ul style="list-style-type: none"> Global Economy 	<ul style="list-style-type: none"> Review gestures & symbols of foreign countries. Identify confusing expressions. 	<ul style="list-style-type: none"> conversation student examples edited sentences test 	<ul style="list-style-type: none"> How do other cultures influence our choice of words & method of communication?
	<ul style="list-style-type: none"> Sentence structure 	<ul style="list-style-type: none"> Identify parts of speech, subject, predicate, & normal sentence order. 	<ul style="list-style-type: none"> workbook & textbook exercises test 	<ul style="list-style-type: none"> Why are varying styles of sentence structure important to use in business writing?

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September/ February (continued)	<ul style="list-style-type: none"> Verbs 	<ul style="list-style-type: none"> Identify verbs & verb phrases. Write sentences using various verb forms. Identify irregular verbs & tenses. 	<ul style="list-style-type: none"> written sentences workbook & textbook exercises test 	<ul style="list-style-type: none"> Why is it important to use the correct tense?
	<ul style="list-style-type: none"> Plural Nouns 	<ul style="list-style-type: none"> Form regular & irregular plural nouns. Form correct plurals of all special words. 	<ul style="list-style-type: none"> workbook & textbook exercises test 	<ul style="list-style-type: none"> Why do you need to know if a noun is regular or irregular?
October/March	<ul style="list-style-type: none"> Reading Proficiency 	<ul style="list-style-type: none"> Use the best reading conditions. Learn methods to increase reading comprehension. Recognize the correct time to pause. Use inflection. 	<ul style="list-style-type: none"> reading in class test 	<ul style="list-style-type: none"> Why is it important to understand why something is being read?
	<ul style="list-style-type: none"> Reference Materials 	<ul style="list-style-type: none"> Demonstrate how to use: dictionary, thesaurus, internet, encyclopedia world almanac. 	<ul style="list-style-type: none"> graded assignment – synonyms & spelling lists teacher observation test 	<ul style="list-style-type: none"> How do businesses use reference materials?
	<ul style="list-style-type: none"> Spelling 	<ul style="list-style-type: none"> Basic rules: i before e; double final consonant, drop/keep e Common sounds rules 	<ul style="list-style-type: none"> graded assignments – spelling lists, sentences recitation of spelling rules with application 	<ul style="list-style-type: none"> Why is proofreading a critical skill in preparing business correspondence?

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October/ March (continued)	<ul style="list-style-type: none"> • Possessive Nouns & Pronouns 	<ul style="list-style-type: none"> • Recognize the use of apostrophes. • Form the correct possessive nouns & compound nouns. 	<ul style="list-style-type: none"> • workbook & textbook exercises • written sentences • test 	<ul style="list-style-type: none"> • Why are apostrophes necessary when forming possessives?
	<ul style="list-style-type: none"> • Objectives 	<ul style="list-style-type: none"> • Form the nominative & objective case of pronouns. 	<ul style="list-style-type: none"> • workbook & textbook exercises • written sentences • test 	<ul style="list-style-type: none"> • When is it appropriate to use pronouns?
	<ul style="list-style-type: none"> • Predicate Agreement with Subjects 	<ul style="list-style-type: none"> • Apply the rules of subject-verb-predicate agreement in sentences. 	<ul style="list-style-type: none"> • workbook & textbook exercises • written sentences • test 	<ul style="list-style-type: none"> • Why is agreement necessary in business correspondence?
November/April	<ul style="list-style-type: none"> • Resumes 	<ul style="list-style-type: none"> • Identify the parts of a resume. • Recognize job skills necessary for different jobs. • References – Who should be one? 	<ul style="list-style-type: none"> • Self-analysis of skills • resume • test 	<ul style="list-style-type: none"> • Why is a perfect resume vital to obtaining a job interview?
	<ul style="list-style-type: none"> • Employment Applications 	<ul style="list-style-type: none"> • Answer the questions accurately. • Identify the skills to be assessed for different jobs. 	<ul style="list-style-type: none"> • job applications • test 	<ul style="list-style-type: none"> • Why is complete accuracy & honesty important on a job application?

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November/April (continued)	<ul style="list-style-type: none"> • Job Interview 	<ul style="list-style-type: none"> • Recognize the three parts of a job interview. • Answer the 50 most asked questions. • Create questions to ask. • Appropriate dress • Appropriate language 	<ul style="list-style-type: none"> • classroom responses • student prepared video • video analysis • test 	<ul style="list-style-type: none"> • What information should you research about a company before you are interviewed? • What questions should an applicant ask?
	<ul style="list-style-type: none"> • Proofreading 	<ul style="list-style-type: none"> • Proofreading for errors – spelling agreement, & sentence structure 	<ul style="list-style-type: none"> • sentences • verbal response to questions • test 	<ul style="list-style-type: none"> • Why is proofreading vital to the communication process?
	<ul style="list-style-type: none"> • Adjectives & Adverbs 	<ul style="list-style-type: none"> • Identify adjectives & adverbs in sentences. • Identify positive, comparative, superlative, & absolute adjective & adverb forms. 	<ul style="list-style-type: none"> • textbook & workbook exercises • written sentences • test 	<ul style="list-style-type: none"> • Why is adjective or adverb choice imperative when writing business correspondence?
December /May	<ul style="list-style-type: none"> • Business Letters 	<ul style="list-style-type: none"> • Recognize the tones used to write letters of acceptance, rejection, or complaints. 	<ul style="list-style-type: none"> • graded assignments • test 	<ul style="list-style-type: none"> • Why should letters follow a common format?
	<ul style="list-style-type: none"> • Letters of Application 	<ul style="list-style-type: none"> • Format the letter correctly. • Identify the parts of the letter. • Skills to focus on in the letter 	<ul style="list-style-type: none"> • personal letter of application • reference request letter • thank you letter • test 	<ul style="list-style-type: none"> • What is the purpose of a letter of application?

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December/ May (continued)	<ul style="list-style-type: none"> • Effective Word Usage 	<ul style="list-style-type: none"> • Recognize tone to set for a letter. • Eliminate unnecessary words. • Use specific nouns. • Avoid clichés. • Replace negative words. • Use bias-free terms. • Use synonyms. 	<ul style="list-style-type: none"> • letters • re-written sentences • question/answer • workbook exercises • test 	<ul style="list-style-type: none"> • Why should clichés not be used? • Explain the use of positive & negative words in sentences.
	<ul style="list-style-type: none"> • Prepositions & Conjunctions 	<ul style="list-style-type: none"> • Identify prepositional phrases. • Identify coordinating & correlative conjunctions. • Define parallel structure. 	<ul style="list-style-type: none"> • workbook & textbook exercises • written sentences • test 	<ul style="list-style-type: none"> • When should parallel structure be used?
	<ul style="list-style-type: none"> • End of Sentence Punctuation 	<ul style="list-style-type: none"> • Identify & use the period, exclamation point, question mark. 	<ul style="list-style-type: none"> • completed sentences • workbook & textbook exercises • written sentences • test 	<ul style="list-style-type: none"> • How does end of sentence punctuation affect the meaning of the sentence?
	<ul style="list-style-type: none"> • Commas 	<ul style="list-style-type: none"> • Use commas correctly with appositives, people’s names, dates, cities, introductory phrases, direct addresses, & independent clauses. 	<ul style="list-style-type: none"> • workbook & textbook exercises • written sentences • test 	<ul style="list-style-type: none"> • Why are commas necessary to a sentence?

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January/June	<ul style="list-style-type: none"> • Writing Effective Sentences 	<ul style="list-style-type: none"> • Vary sentence patterns. • Emphasize key words. • Coordinate & subordinate ideas. • Achieve a conversational tone. 	<ul style="list-style-type: none"> • sentences • paragraphs • workbook exercises 	<ul style="list-style-type: none"> • Why should sentence size vary?
	<ul style="list-style-type: none"> • Commas 	<ul style="list-style-type: none"> • Identify special uses of commas. 	<ul style="list-style-type: none"> • workbook & textbook exercises • sentences • test 	<ul style="list-style-type: none"> Why are commas necessary to a sentence?
	<ul style="list-style-type: none"> • Listening Skills 	<ul style="list-style-type: none"> • Recognition of the importance of listening in all phases of life. • Determine the purpose for listening in different kinds of situations. • Apply listening rules. 	<ul style="list-style-type: none"> • conversations • textbook & workbook exercises • speech 	<ul style="list-style-type: none"> • When should active listening be used?