

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Concept/ Essential Question	Communication In the Workplace Fundamentals Of Business Writing	Construction of Clear Sentences & Paragraphs Writing for Effect	Introduction to Messages and the Writing Process Directness in Good News & Neutral Messages	Indirectness in Bad News Messages Indirectness in Persuasion & Sales Messages	Strategies in the Job Search Process Basics of Report Writing Mid-Terms	Report Structure: The Shorter forms	Long Formal Reports Graphics	Informal Oral Communication Public Speaking Oral Reporting	Correctness of Communication Business Research Methods	Review Finals Exams Portfolio Completion
Content Knowledge <i>What students need to know</i>	3 Main Forms of Communication Differential between formal and informal communications 3 basic truths about communication	Write Short, Clear Sentences Compose short Paragraphs Knowledge of Surplus words Use the “You” Viewpoint Write Documents	Text Message (Understanding) E-Mail Etiquette Continuation with Business letters Continuation with Memorandums Pros & Cons of E-Mail Prefatory Elements The Writing Process Ending with Goodwill	Tact and Courtesy In Refusals of Request Adjustment refusals that minimize and overcome tact impressions Composing Tactful, yet clear refusal that foster goodwill	Evaluate information that will help you select a job Identify the sources that can lead you to an employer Interview Effectiveness Maintain job search skills. Review of Mid- Term Exams	State a problem clearly in writing, list the factors involved in a problem, explain the common errors in interpreting and develop attitudes and practices conducive to good interpreting, write reports that are clear, objective consistent in time viewpoint, smoothly connection, and interesting, Prepare reports collaboratively	Describe the roles and contents and construct the prefatory parts of a long, formal report Organize each introduction of a long report by considering the likely readers Effective Ending of a Report Bibliography and Appendix knowledge	Techniques for conducting and participating in meetings. Good telephone techniques of good dictating. Listening problems and how to solve it. The Nature and Role of nonverbal communication.	Punctuating Messages Correctly. Writing complete, grammatically correct sentences, avoiding such problems as awkward construction, dangling modifiers, and misuse of words, Spelling and Use of Capitalization	Review of Letters, Reports, Memorandums, good business techniques, creation of portfolio before employment or college bound Review for Final Exam
Skills <i>What students must be able to do</i>	Students must be Able to differential different forms of communication Students should be able to definite the truths about communication Computer Writing and Organization	Computer Writing of Clear and concise sentences. What are surplus words? Writing in the “You” throughout leters and memos And e-mail.	Listing Pros & Cons of Text Messaging Vocabulary Words with correct internet usage (Ex. Flaming, netiquette, etc.) Full Block Letter Modified Block Letter AMS Simplified Letters Styles of Writing	Setting up a Strategy Developing the Strategy Presenting Bad News Positively Ending on a Positive Note Correcting a bad letter that is harsh because of its directness Reviewing Case Illustrations Thanks You’s when necessary	Filling out Applications Writing Resume Writing Letter of Application Follow-Up Letter Questions to be handled during an interview Searching Classified Ads Occopational Outlook Handbook	Decision Making and Problem Solving Techniques; Discussing attitude and the role it plays in the workplace (good work ethics), Report Writing	Students will be able to develop their bibliography and appendix for an orientation manual to be used in the workplace. Students will also be able to have a title page, table of contents and prefix of need reports.	Clever Endeavors. Taboo. Direction Games. How much can you listen and gather directions? Body Language Non-Verbal Communications.	Punctuation used correctly in several business documents. Correct format of their paragraphs also within their documents.	All writing and nonverbal communications should be put together at this time. Students need to leave with a well-developed portfolio including different styles of letters, college bound or job bound papers, many papers used for resources in and out of the office

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