

# BUSINESS COMMUNICATION II

## Standards

- Develop and practice effective oral communication skills.
- Improve and demonstrate effective informational reading strategies.
- Compose an effective business report.
- Use technology to enhance the effectiveness of communication.
- Develop communication skills specific to an organization through leadership, personal ethics and customer business relationships.
- Create an employment portfolio including job application, cover letter, resume, reference sheet and follow-up letter.

## Performance Objectives

- Deliver a professional oral presentation using an electronic slide show.
- Read and report on several current business articles.
- Create a business report or plan including a title page, table of contents, abstract/executive summary, body, references and appendix.
- Use technology to enhance effectiveness of communication.
- Create an employment portfolio including job application, cover letter, resume, reference sheet and follow-up letter.
- Role play job interviews.

