

BUSINESS COMMUNICATION I

Standards

- Identify the communication process and practice effective nonverbal communication skills.
- Develop correct usage and mechanics in English.
- Develop and practice effective oral communication skills.
- Develop reading strategies that improve speed, comprehension, and retention.
- Produce effective written communication documents.
- Develop and practice proficient listening skills.
- Apply communication skill in professional roles.
- Students will use technology to enhance the effectiveness of communication.
- Integrate all forms of communication in pursuit and retention of employment.

Performance Objectives

- Identify the four steps of the communication process.
- Practice nonverbal communication.
- Use correct grammar, mechanics and spelling.
- Identify simple, compound, and complex sentences.
- Identify and correcting redundancy, lack of parallelism, and incorrect word choice.
- Use oral communication skills including tailor a presentation to an audience, use bias-free language, identify audience and plan/present short presentations.
- Develop reading strategies with simple directions, methods for a situation and identifying the purpose of a message.
- Compose emails or letters with direct, indirect and persuasive approaches including design elements.
- Practice listening skills.
- Use appropriate personal and professional communication skills.
- Use technology to enhance and perfect communications.

