Course: Business Communications   **Instructor:** Mrs. Pierce

Week	Topic/Standard	Essential Question(s)
1	Introduction to Business Communication	How could you apply Business Communication to your daily life? Why the need for Business Communications?
2	Digital Technologies/BMA-BC-1, 8, 10	Why is it important to distinguish between personal and professional use of social media? **FBLA Activity 1**
3	Digital Technologies/BMA-BC-1, 8, 10	How do individuals interpret messages differently? What is the proper etiquette when utilizing digital technology in the workplace? **Short Term Project 1**
4	Employability Skills/BMA-BC-1.4, 1.6	What are employability skills? How are employability skills important in the workplace? What skills are needed in business and industry? **FBLA Activity 2**
4	Written and Oral Communication/BMA-BC-1,2,3,10	How do you plan and organize written communication? **Career Activity 1**
5	Written and Oral Communication/BMA-BC-1,2,3,10	How are various types of written communication used in the workplace?
6	Written and Oral Communication/BMA-BC-1,2,3,10	Why is it necessary to establish a process for preparing business documents? **Employability Activity 1**
6	Written and Oral Communication/BMA-BC-1,2,3,10	How can you revise and edit documents to improve communications? **Short Term Project 2**
7	Written and Oral Communication/BMA-BC-1,2,3,10	How is the writing process used to create effective business communications? **Career Activity 2**
8	Written and Oral Communication/BMA-BC-1,2,3,10	Why is it important to analyze the situation, purpose, and audience to guide your presentation? **FBLA Activity 3**
9	Written and Oral Communication/BMA-BC-1,2,3,10	Why should various speeches be delivered with confidence? **Employability Activity 2**
10	Listening Skills/BMA-BC-1,4,6,10	Why are listening skills necessary in communication? **Career Activity 3**
11	Listening Skills/BMA-BC-1,4,6,10	How does interpreting information allow you to compose questions and feedback?
12	Listening Skills/BMA-BC-1,4,6,10	What is the importance of contributing relevant ideas when communicating with others? **Employability Activity 3**
13	Listening Skills/BMA-BC-1,4,6,10	How can we use active listening skills to respond appropriately to oral communication? **FBLA Activity 4**
14	Pursuit of Careers/Employment/BMA-BC-1,2, 3, 4, 5, 6	How do you communicate in a correct manner? **Career Activity 4**

Week	Topic/Standard	Essential Question(s)
15	Pursuit of Careers/Employment/BMA-BC-1,2, 3, 4, 5, 6	Why is it an important quality to listen and follow directions at the workplace? **Employability Activity 4**
16	Pursuit of Careers/Employment/BMA-BC-1,2, 3, 4, 5, 6	What soft skills are needed and desired by employers? **FBLA Activity 5**
17	Pursuit of Careers/Employment/BMA-BC-1,2, 3, 4, 5, 6	How do ethics impact business? **Employability Activity 5**
18	Pursuit of Careers/Employment/BMA-BC-1,2, 3, 4, 5, 6	What are the benefits and problems associated with electronic communications in the workplace? **FBLA Activity 6**
Week	**Topic/Standard**	**Essential Question(s)**
19	Presentation Software/BMA-BC-1,6,7,8,9,10	What technical skills are needed when using presentation software? **Career Activity 5**
20	Presentation Software/BMA-BC-1,6,7,8,9,10	How can you use presentation software to create professional-appearing business presentations? **FBLA Activity 7**
21	Presentation Software/BMA-BC-1,6,7,8,9,10	What technical skills are needed when using presentation software? **Long Term Project**
22	Presentation Software/BMA-BC-1,6,7,8,9,10	How can you use presentation software to create professional-appearing business presentations? **Long Term Project**
23	Presentation Software/BMA-BC-1,6,7,8,9,10	Why is it important to demonstrate professional presentation skills? **Long Term Project**
24	Presentation Software/BMA-BC-1,6,7,8,9,10	How can the use of presentation software help provide well-organized, audience-appropriate presentations?
25	Presentation Software/BMA-BC-1,6,7,8,9,10	Why is effective use of multimedia equipment and computer software critical to confirm appropriate communication presentations?
26	Presentation Software/BMA-BC-1,6,7,8,9,10	Why are visual aids important for presentations?
27	Presentation Software/BMA-BC-1,6,7,8,9,10	Why are visual aids important for presentations?
28	Presentation Software/BMA-BC-1,6,7,8,9,10	How can the differences between effective and ineffective presentations become identified?
29	Presentation Software/BMA-BC-1,6,7,8,9,10	How can the differences between effective and ineffective presentations become identified?
30	Word Processing Software/BMA-BC-1,5,6,10	How can we use word processing software to prepare professional-appearing business documents?
31	Word Processing Software/BMA-BC-1,5,6,10	What technical skills are needed when using word processing software?
32	Word Processing Software/BMA-BC-1,5,6,10	What are the uses of word processing software in the business setting?
33	Word Processing Software/BMA-BC-1,5,6,10	Why is it important to demonstrate expert level word processing skills?

34	Word Processing Software/BMA-BC-1,5,6,10	How can you utilize the word processing skills you have learned in your future career?
35	Word Processing Software/BMA-BC-1,5,6,10	How can you utilize the word processing skills you have learned in your future career?
36	Review and Benchmarks/BMA-BC-1,2,3,4,5,6,7,8,9,10	How has the class prepared you for the world outside of the classroom?