

FBLA

Title: Future BAA Activity 20

Subject: Future BAA: Progress

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Pathway: Business, Management & Administration

Time: 1 Hour

Overview: Communications/Career Exploration: Invite a business leader to speak at a meeting. Write a letter inviting this business person to your meeting.

Standards: IBT: 1, 2, 3, 4, 6, 7, 12
BT: 1, 2, 3, 8, 9
BC: 1, 2, 3, 6, 8, 10

Materials: BAA Activity Sheet
Computer with Internet Connectivity
Printer
MS Word
BAA Login

Activities & Procedures:

1. This one is always a fun and interesting task. The first step is to determine who you have connections with that is a business leader in the local or nearby community. Who do you think would be cool and interesting to have come and talk with your class or all of the business classes?
2. After you have decided the WHO, it is time to determine the best way to ask for them to come. Google some sample invitations for business leaders to come to classrooms to speak. We want to send a very professional invitation to your chosen guest. How you write the invitation may determine if he or she is interested in coming to speak to your class(es).
3. After you have worked out the wording have at least two peers review your invitation. We want it to be spot on! Be sure to use proper business letter format. Use accurate information and be specific and concise in what you want them to do or talk about.
4. Upload a copy of your letter to the BAA Portal if you are in FBLA. If not, you need to upload your letter to the Google Classroom. All letters will actually be mailed, so be professional. And, join FBLA!

Conclusions: Communicating via letters is not a thing of the past. Many businesses and schools still use good old-fashioned snail mail on a daily basis. You may be surprised at how often you will need to mail a business letter in the years to come.

Follow-Up Activities: If you have not heard back from your business leader, it is time to make a phone call. Oral communication is one of many keys to success. If you have not heard from your business leader, you may call him/her during class using the school phone. Before you call, plan out what you are going to say. Rehearse it with a peer.

Extra Credit: Completion of the Required Activities to complete your Future Business Achievement Award will provide you five 100s in the grade book! If you recruit a business leader to come to class you will earn an additional 100 in the gradebook! Recruit them as a Pr

Jacob king

↕ switch

October 29, 2019

Bill laramore

4686 US-84, Thomasville, GA 31792

70/100
Jacob review the examples
of professional letters, this
can't be sent out

↗ Dear Mr. Bill laramore ;

I think it would be a good idea for you to come and talk to the kids at thomas county high school. I would like to know if you would mind stopping by the school tomorrow and talking with all the business classes.

Sincerely, ↓ Jacob king

QS

Name