

Course: Business Communications
Credits: 0.5
Instructional Level: Grade 12

Textbooks: *School to Work*

Optional supplements: *Milwaukee Journal/Sentinel*, news magazines, trade publications, teacher handouts, *Who Moved My Cheese?*

Video: Selection available in school Media Center on listening, conflict resolution, job interviewing

Prerequisites: English 1 and Composition or the consent of the department

Course Description (Purpose): The purpose of this course is to develop students' ability to apply learned language and communication skills to the business and work world. Students will practice reading, writing, listening, speaking, and critical thinking skills valuable and necessary for employment in the work force and useful for daily Christian life.

Course Outcomes: Students will be expected to

Reading/Literature:

- ✓ Locate, understand, and interpret information found in various types of written publications
- ✓ Consider the context of a work when determining the meaning of abbreviations and acronyms as well as the technical, idiomatic, and figurative meaning of terms
- ✓ Analyze and synthesize the concepts and details found in informational texts, technical manuals, and governmental publications

Writing/Composition:

- ✓ Prepare and publish technical writing including, memos, applications, letters, reports and résumés, using layout and format appropriate for the purpose.
- ✓ Develop a composition through a series of drafts, using a revision strategy based on purpose and audience, personal style, self-awareness of strengths and weaknesses as a writer, and feedback from peers and teacher

Oral Language/Speech:

- ✓ Participate in interviews during which information and ideas are conveyed in a logical fashion using language that clarifies and reinforces meanings
- ✓ Organize and share ideas orally
- ✓ Listen to, discuss, and comprehend oral communications

Language:

- ✓ Develop their vocabulary and ability to use words, phrases, and technical jargon as a means of improving communication

- ✓ Evaluate the choice of words, expressions, and style in the context of purpose and audience
- Media and Technology:
- ✓ Use computers to acquire, organize, analyze, and communicate information
 - ✓ Develop advertising concepts using various media
 - ✓ Identify the impact of image and context on particular audiences receiving the same message
- Research and Inquiry
- ✓ Conduct interviews and summarize the resulting information
 - ✓ Conduct wide ranging inquiry into careers of interest to them and use the information obtained to develop a strategy for obtaining a job of their choice
- Ethics – Students will realize the importance of leading a Christ-centered life as it applies to
- ✓ Responsibility
 - ✓ Self-esteem
 - ✓ Self-discipline
 - ✓ Integrity and Honesty

Discipline Strands

Writing Strand:

- ✓ Personal essay, business letters, résumé, application

Speech Strand:

- ✓ In-person primary source interview
- ✓ Informative speech utilizing research material on career
- ✓ Daily class discussion of current events and appropriate job situations

Literature Strand:

- ✓ Trade publication articles analyzed for balance and validity
- ✓ Evaluation of a business motivational text (e.g. *Who Moved My Cheese?*)

Course Goal: Students will see themselves as gifted children of God who have much to offer society as they seek God’s will in their vocations and avocations.

Course Outline

*Business vocabulary is interspersed throughout all the Units rather than contained in a single section.

Unit 1: Exploring the World of Work

--Intrapersonal Evaluation & Review of Writing Process

Outcomes: Students will...

- Appraise personal strengths and weaknesses from an employment perspective
- Recognize that God equips each of us for His service and we are exactly right for His plan

- Review the 5 step writing process and use it to produce a personal theme
- Learn definition and spelling of words commonly used in job seeking

Textbook: 017-047,206-207

Supplemental: Teacher handouts

Allotted time: 8-10 days

-- Researching Careers; third party sources

Outcomes: Students will...

- Locate information on specific careers using newspapers, Internet, government publications, Wiscareers
- Match personal profile to appropriate career paths
- Evaluate career opportunities using specific criteria (e.g. geographic, compensation, market projections, educational requirements, physical environment, and physical requirements)

Textbook: 444-452

Allotted time: 2-4 days

-- Primary source interview

Outcomes: Students will...

- Classify questions as neutral or slanted, closed or open in structure
- Distinguish between the connotation and denotation of words
- Construct a formal interview framework
- Conduct and publish a formal interview of a business person in the student's chosen occupation

Textbook 341-345

Supplemental handouts

Allotted time: 4-5 class days (interview out of class)

-- Formal Oral career presentation

Outcomes: Students will...

- Prepare and deliver a speech which summarizes the personal career information obtained through this unit's activities
- Use visual aids that clarify, augment, and or add interest to the material presented
- Effectively answer audience questions and demonstrate personal knowledge of career field

Textbook 420-442

Supplemental handouts

Allotted time: 2-4 days preparation; 3-4 days presentations

Unit S.O, 2,3,4,5,6

Unit 2 Employment Search

-- Writing for a job

Outcomes: Students will...

- Demonstrate use of block business format
- Label the parts of a standard business letter structure
- Use standard business punctuation in formal letters
- Compose cover letter and courtesy letter
- Use word processing to produce addressed envelope
- Complete an actual application form

Textbook 184-193,202-205, 208, 211-212

Handouts, sample forms, worksheet

Allotted time: 5-7 days

--Developing a Résumé

Outcomes: Students will...

- Demonstrate the writing process in development of personal résumé
- Gather specific information needed for development of résumé
- Organize information in appropriate format
- Design a résumé that addresses employer needs and conveys student's individual strengths and goals

Textbook: 004-047, 206-207

Community library books, handouts, samples, worksheet

Allotted time: 7-9 days

-- Interviewing for employment

Outcomes: Students will...

- Predict questions that will be asked of them
- Identify questions which are inappropriate or prohibited by law
- Prepare answers for anticipated questions
- Explain how proper dress, appearance, conduct and vocabulary create a specific impression
- Participate in a mock interview

Textbook: 210, 341-344

Handouts, video on interviewing

Allotted time: 6-8 days

Unit: S.O. 2,3,4,5,6

Unit 3 – Communication in the Workplace

-- Employee Benefit terminology (Taxes, and Insurance Benefits)

Outcomes: Students will

- Distinguish between employer and employee taxes and correctly identify which is responsible for the different payroll taxes.
- Identify flat and progressive taxes
- Complete a 1040EZ Income Tax Form

- Be able to define legal insurance terms such as beneficiary, contingent, total disability, waiver, indemnity, exclusion
- Define health insurance terms and compute co-pay, deductible, and out-of-pocket maximums
- Compare traditional, PPO and HMO insurance concepts
- Explain the difference between short-time and long-term disability
- Distinguish between workers' compensation, health insurance, unemployment compensation, and social security disability payments

Handouts, worksheets, actual employee benefit forms

Allotted time: 10-12 days

S.O. 4,6

--Advertising: Customer communication

Outcomes: Students will

- Identify the basic types of persuasion in advertising
- Incorporate marketing research in designing of an advertisement
- In small groups design and produce a 60 second video ad.

Textbook: 170-175

Advertising video, handouts

Allotted time: 4-6 Class days (9-10 days total length)

S.O. 2,3,4,5,6

-- Technical Instructions

Outcomes: Students will...

- Identify appropriate strategies for giving written and oral instructions
- Interpret oral instructions correctly
- Demonstrate ability to give effective oral directions
- Identify process for developing written instructions including knowledge level of users, safety warnings, organization of step sequences, graphic aids, precise language, helpful modifiers, testing of instructions for desired results
- In small groups develop and produce written technical instructions for the use of a piece of equipment.

Textbook: 218-219, 395-396

Supplemental audio listening cassette, worksheets, sample tool

Number of days 6-8

S.O. 2,3,4,6,7

-- Investment and retirement program terminology

Outcomes: Students will...

- Explain the different IRA options and their tax ramifications
- Compare the benefits provided by Defined Benefit and Defined Contribution pension plans, and Profit Sharing and 401(k) plans
- Compute matching contributions and vested value in 401(k) accounts
- Describe the major investment markets, NASDAQ, NYSE, Commodity Markets

- Explain and compare common investment vehicles -. mutual funds, stocks, bonds, commodities, government bonds
- Identify objectives of investment instruments and define investment terms such as aggressive, growth, balanced, income, blue chip, defensive, global, sector, guaranteed
- Recognize different types of investment risk

Textbook: Selected terms 466-472

Actual 401(k) election forms, handouts, worksheets, overheads

Allotted time: 8 -10 days

S.O. 4,6

Unit 4 – Work is *Teamwork*

--Personality Profiles

Outcomes: Students will...

- Identify and describe four main personality types
- Compare and contrast the strengths and weaknesses of each type
- Organize a group project using knowledge of personality types to assign tasks.
- Recognize how best to meet basic needs of each personality type in a team situation (such as employment team or church committee)

Materials developed by Dr. John Johnson (previously at WLC), handouts, worksheets

Allotted Time: 2-3 days

--Conflict resolution

Outcomes: Students will...

- Identify primary reasons for conflict
- Identify three methods of conflict resolution and evaluate the strengths and weaknesses for each method
- Explain how Christians should address conflicts
- Define sexual harassment and employee rights (guest presenter Textbook: 399-411)

Conflict video, handouts and PowerPoint presentation

Unit S.O. 1,2,3,5,6,7

Unit 5 — Reading (Selected news and trade publications)

Outcomes: Students will...

- Predict how current events might impact businesses, trades, and the local economy
- Interpret information gathered in assigned reading
- Appraise concepts presented in readings in relation to personal viewpoint and Biblical truths.

- Incorporate Christian principles when addressing questions raised in today's society
- Respect differing viewpoints and different cultures using a Christian perspective

Selected publications including *The Journal-Sentinel* , *Who Moved my Cheese?*

Allotted time: Sprinkled throughout the semester as appropriate

S.O.1,2,3,4,5,6,7

Optional Shadowing Experience (dependent upon class size and make-up)

Outcomes: Students will...

- Use their employment portfolio to gain permission to shadow an adult presently employed in their chosen career field.
- Produce a request letter and courtesy letter for this activity
- Present a formal oral report to the class which summarizes and evaluates the experience

Allotted time: One class day per 2 students

S.O. 2,3,4,5,6

INSTRUCTION:

| | |
|------------------|-----|
| Class discussion | 35% |
| Lecture | 20% |
| Individual work | 20% |
| Small group work | 15% |
| Review sessions | 10% |

ASSESSMENT:

| | |
|--|-----|
| Daily class work | 45% |
| Graded presentations, written assignments, tests and quizzes | 45% |
| Career Portfolio | 10% |

APPENDIX

English Department Outcomes (**EDO**), Wis. State Standard for Business (**WSSB**) Wis. State Standards for English (**WSSE**), applicable to individual sections of instruction

Course: Business Communications

Instructor: Cathy Schultz

UNIT 1- Exploring the World of Work

--Intrapersonal

EDO

- 2.1 Exercises independent judgment
- 2.4 Accesses and uses relevant information
- 5.1 Accepts responsibility for the quality of work produced

WSSB

- K12.1 Assess and analyze personal talents and interests as they relate to career decisions
- K12.2 Describe how personal qualities transfer from school to work
- K12.5 List sources of training related to career path
- K12.6 Analyze projected career opportunities and trends

WSSE

- B12.1 Create or produce writing to communicate with different audiences for a variety of purposes
- B12.2 Plan, revise, edit and publish clear and effective writing
- B12.3 Understand the function of various forms, structures, and punctuation marks of standard American English and use them appropriately in oral and written communications
- D12.2 Recognize and interpret various uses and adaptations of language in social, cultural, regional and professional situations, and learn to be flexible and responsive to their use of English

--Researching third parties

EDO

- 2.1 Exercises independent judgment
- 2.4 Accesses and uses relevant information
- 2.5 Seeks out and evaluates multiple points of view
- 2.6 Identifies and evaluates alternatives/options
- 2.9 Makes meaningful connections among varied data
- 3.1 Assumes responsibilities for his/her own learning
- 3.2 Establishes and prioritizes goals
- 3.4 Employs appropriate learning strategies in different situations
- 3.5 Applies available technology to facilitate learning
- 4.1 Recognizes explicit and implicit values in all forms of media
- 5.1 Accepts responsibility for the quality of work produced
- 5.2 Makes effective use of God's gift of time
- 5.3 Meets reasonable deadlines for work
- 5.6 Uses available technology to produce quality work

WSSB

- B12.1 Access, navigate, and use on-line services
- E12.1 Analyze the degree to which one possesses the characteristics, skills, and abilities of an entrepreneur
- H12.3 Become aware of career opportunities in business organizations/management, and understand the technical skills, knowledge, education levels, and attitudes needed
- K12.5 List sources of training related to career path
- K12.7 Create a career education (lifework) plan for transition from high school
- K12.14 Describe employment trends in the workplace

WSSE

- A12.4 Students will read to acquire information
- E12.1 Use computers to acquire, organize, analyze and communicate information
- F12.1 Conduct research and inquiry on self-selected or assigned topics, issues, or problems and use an appropriate form to communicate their findings.

--Primary source interview**EDO**

- 1.2 Speaks clearly and with purpose
- 1.3 Actively listens to interpret and evaluate spoken messages
- 2.5 Seeks out and evaluates multiple points of view
- 2.9 Makes meaningful connections among varied data
- 5.2 Makes effective use of God's gift of time
- 5.3 Meets reasonable deadlines for work
- 5.4 Meets required/conventional standards for work

WSSB

- A12.3 Write formal and informal reports
- A12.6 Organize and lead discussions, participate in meetings; answer questions in formal and informal situations
- A12.8 Assess and respond to a speaker's nonverbal messages
- A12.10 Demonstrate interactive listening techniques
- K12.14 Analyze projected career opportunities and trends

WSSE

- B12.1 Create or produce writing to communicate with different audiences for a variety of purposes
- B12.2 Plan, revise, edit and publish clear and effective writing
- B12.3 Understand the function of various forms, structures, and punctuation marks of standard American English and use them appropriately in oral and written communications
- C12.2 Listen to, discuss, and comprehend oral communications
- C12.3 Participate effectively in discussion
- F12.1 Conduct research and inquiry on self-selected or assigned topics, issues, or problems and use an appropriate form to communicate their findings

--Oral presentation of career research

EDO

- 1.2 Speaks clearly and with purpose
- 1.3 Actively listens to interpret and evaluate spoken messages
- 2.3 Distinguishes truth from propaganda
- 2.4 Accesses and uses relevant information
- 2.6 Identifies and evaluates alternatives/options
- 2.9 Makes meaningful connections among varied data
- 3.1 Assumes responsibility for his/her own learning
- 5.1 Accepts responsibility for the quality of work produced
- 5.3 Meets reasonable deadlines for work
- 5.6 Uses available technology to produce quality work

WSSB

- A12.6 Organize and lead discussions; participate in meetings, answer questions in formal and informal situations.
- A12.17 Prepare persuasive messages for a variety of situations
- J12.6 Demonstrate courteous attention to speakers
- J12.8 Demonstrate the ability to work independently

WSSE

- C12.1 Prepare and deliver formal oral presentations appropriate to specific purposes and audiences
- D12.1 Develop their vocabulary and ability to use words, phrases, idioms, and various grammatical structures as a means of improving communication
- F12.1 Conduct research and inquiry on self-selected or assigned topics, issues, or problems and use an appropriate form to communicate their findings

Unit 2 – Employment Search

--Writing for a job

EDO

- 1.1 Writes clearly and with purpose
- 1.4 Contributes constructively to group processes
- 2.1 Exercises independent judgment
- 2.4 Accesses and uses relevant information
- 2.6 Identifies and evaluates alternatives/options
- 2.8 Validates Conclusions and decisions
- 2.9 Makes meaningful connections among varied data
- 3.1 Assumes responsibilities for his/her own learning
- 3.3 Monitors and assesses his/her own progress
- 5.1 Accepts responsibility for the quality of work produced
- 5.2 Makes effective use of God's gift of time
- 5.3 Meets reasonable deadlines for work
- 5.4 Meets required/conventional standards for work
- 5.5 Seeks out the constructive criticism of others on work in progress
- 5.6 Uses available technology to produce quality work

WSSB

A12.2 Produce technical writing such as memos, forms, instructions, letters, and resumes for appropriate audiences

B12.13 Use desktop publishing software to create documents

K12.8 Demonstrate habits needed for career success

K12.12 Prepare documents for a job campaign

WSSE

B12.1 Create or produce writing to communicate with different audiences for a variety of purposes

B12.2 Plan, revise, edit and publish clear and effective writing

B12.3 Understand the function of various forms, structures, and punctuation marks of standard American English and use them appropriately in oral and written communications

E12.1 Use computers to acquire, organize, analyze, and communicate information

--Developing a Résumé**EDO**

1.1 Writes clearly and with purpose

2.1 Exercises independent judgment

2.4 Accesses and uses relevant information

2.5 Seeks out and evaluates multiple points of view

2.6 Identifies and evaluates alternatives/options

2.9 Makes meaningful connections among varied data

3.2 Establishes and prioritizes goals

3.4 Employs appropriate learning strategies in different situations

3.5 Applies available technology to facilitate learning

5.1 Accepts responsibility for the quality of work produced

5.2 Makes effective use of God's gift of time

5.3 Meets reasonable deadlines for work

5.4 Meets required/conventional standards for work

5.5 Seeks out the constructive criticism of others on work in progress

5.6 Uses available technology to produce quality work

WSSB

A12.1 Uses a variety of references and resources (electronic and printed) for the purpose of writing business documents

A12.2 Produce technical writing such as memos, forms, instructions, letters, and resumes for appropriate audiences

K12.1 Assess and analyze personal talents and interest as they relate to career decisions

K12.2 Describe how personal qualities transfer from school to work

K12.3 Identify ways to overcome weaknesses and capitalize on strengths

K12.4 Update and present career portfolio that includes career research materials and work samples

WSSE

- A12.4 Students will read to acquire information
- B12.1 Create or produce writing to communicate with different audiences for a variety of purposes
- B12.2 Plan, revise, edit and publish clear and effective writing
- B12.3 Understand the function of various forms, structures, and punctuation marks of standard American English and use them appropriately in oral and written communications
- D12.1 Develop their vocabulary and ability to use words, phrases, idioms, and various grammatical structures as a means of improving communication

--Interviewing for a job**EDO**

- 1.2 Speaks clearly and with purpose
- 1.3 Actively listens to interpret and evaluate spoken messages
- 1.4 Contributes constructively to group processes
- 2.1 Exercises independent judgment
- 2.4 Accesses and uses relevant information
- 2.6 Identifies and evaluates alternatives/options
- 2.7 Applied Christian discernment
- 2.8 Validates conclusions and decisions
- 2.9 Makes meaningful connections among varied data
- 3.2 Establishes and prioritizes goals
- 3.3 Monitors and assesses his/her own progress
- 5.1 Accepts responsibility for the quality of work produced
- 5.4 Meets required/conventional standards for work
- 5.5 Seeks out the constructive criticism of others on work in progress

WSSB

- I12.1 Interpret and apply legal principles to business and personal situations
- K12.2 Describe how personal qualities transfer from school to work
- K12.6 Analyze projected career opportunities and trends
- K12.13 Participate in a mock interview

WSSE

- C12.1 Prepare and deliver formal oral presentations appropriate to specific purposes and audiences
- C12.2 Listen to, discuss, and comprehend oral communications
- C12.3 Participate effectively in discussion
- D12.1 Develop their vocabulary and ability to use words, phrases, idioms, and various grammatical structures as a means of improving communication
- D12.2 Recognize and interpret various uses and adaptations of language in social, cultural, regional and professional situations, and learn to be flexible and responsive to their use of English

Unit 3 – Communication in the Workplace -- Employee Benefit terminology

EDO

- 2.1 Exercises independent judgment
- 2.4 Accesses and uses relevant information
- 2.6 Identifies and evaluates alternatives/options
- 2.8 Validates conclusions and decisions
- 2.9 Makes meaningful connections among varied data
- 3.1 Assumes responsibilities for his/her own learning
- 3.2 Establishes and prioritizes goals
- 3.4 Employs appropriate learning strategies in different situations
- 5.4 Meets required/conventional standards for work

WSSB

- A12.5 Participate in group discussions for problem resolution
- A12.20 Participate as a productive member of a group
- C12.6 Use calculators appropriately to aid computations and understanding
- C12.8 Prepare a simple income tax form
- D12.5 Describe the roles of business enterprises, consumers, and government in our mixed economy
- H12.3 Become aware of career opportunities in business/organization/management and understand the technical skills, knowledge, educational level and attitudes needed

WSSE

- A12.1 Use effective reading strategies to achieve their purpose in reading
- A12.4 Students will read to acquire information
- C12.2 Listen to, discuss, and comprehend oral communications
- C12.3 Participate effectively in discussion
- D12.1 Develop their vocabulary and ability to use words, phrases, idioms, and various grammatical structures as a means of improving communication

--Advertising

EDO

- 1.1 Writes clearly and with purpose
- 1.2 Speaks clearly and with purpose
- 1.3 Actively listens to interpret and evaluate spoken messages
- 1.4 Contributes constructively to group processes
- 2.1 Exercises independent judgment
- 2.2 Detects logical fallacies
- 2.3 Distinguishes truth from propaganda
- 2.4 Accesses and uses relevant information
- 2.5 Seeks out and evaluates multiple points of view
- 2.6 Identifies and evaluates alternatives/options
- 2.7 Applies Christian discernment
- 2.8 Validates Conclusions and decisions
- 2.9 Makes meaningful connections among varied data
- 3.1 Assumes responsibilities for his/her own learning

- 3.4 Employs appropriate learning strategies in different situations
- 3.5 Applies available technology to facilitate learning
- 4.1 Recognizes explicit and implicit values in all forms of media
- 4.2 Applies aesthetic values to the message he/she see and hears
- 4.3 Appropriately identifies the [author's] message in his or her work
- 5.1 Accepts responsibility for the quality of work produced
- 5.3 Meets reasonable deadlines for work
- 5.4 Meets required/conventional standards for work
- 5.6 Uses available technology to produce quality work

WSSB

- A12.16 Describe strategies for communicating with customers/clients
- A12.17 Prepare persuasive messages for a variety of situations
- E12.3 Discuss the effects of promotion on pricing and demand for goods
- F12.6 Describe the market research process
- F12.7 Describe the factors that influence a consumer's decision to buy
- F12.8 Identify the elements of a promotional mix
- J12.7 Demonstrate the ability to work as part of a team
- J12.10 Demonstrate delegation skills

WSSE

- A12.3 Read and discuss literary and nonliterary texts in order to understand human experience
- B12.1 Create or produce writing to communicate with different audiences for a variety of purposes
- B12.2 Plan, revise, edit, and publish clear and effective writing
- C12.1 Prepare and deliver formal oral presentation appropriate to specific purposes and audiences
- C12.2 Listen to, discuss, and comprehend oral communications
- D12.2 Recognize and interpret various uses and adaptations of language in social, cultural, regional and professional situations, and learn to be flexible and responsive to their use of English
- E12.3 Create media products appropriate to audience and purpose
- E12.4 Demonstrate a working knowledge of media production and distribution

--Technical Instructions

EDO

- 1.1 Writes clearly and with purpose
- 1.2 Speaks clearly and with purpose
- 1.3 Actively listens to interprets and evaluate spoken messages
- 1.4 Contributes constructively to group processes
- 2.1 Exercises independent judgment
- 2.2 Detects logical fallacies
- 2.4 Accesses and uses relevant information
- 2.5 Seeks out and evaluates multiple points of view
- 2.6 Identifies and evaluates alternatives/options
- 2.8 Validates conclusions and decisions

- 2.9 Makes meaningful connections among varied data
- 3.1 Assumes responsibilities for his/her own learning
- 3.4 Employs appropriate learning strategies in different situations
- 3.5 Applies available technology to facilitate learning
- 5.4 Meets required/conventional standards for work
- 5.5 Seeks out the constructive criticism of others on work in progress
- 5.6 Uses available technology to produce quality

WSSB

- A12.2 Produce technical writings such a memos, forms, instructions, letters, and resumes for appropriate audiences
- A12.5 Participate in group discussions for problem resolution
- A12.10 Demonstrate interactive listening techniques
- J12.3 Demonstrate ability to give and receive constructive criticism

WSSE

- B12.1 Create or produce writing to communicate with different audiences for a variety of purposes
- B12.2 Plan, revise, edit, and publish clear and effective writing
- B12.3 Understand the function of various forms, structure, punctuation marks of standard American English and use them appropriately in oral and written communication
- C12.2 Listen to, discuss, and comprehend oral communications
- C12.3 Participate effectively in discussion
- D12.1 Develop their vocabulary and ability to use words, phrases, idioms, and various grammatical structures as a means of improving communication
- E12.1 Use computers to acquire, organize, analyze, and communicate information

--Investment and Retirement Terminology

EDO

- 2.1 Exercises independent judgment
- 2.4 Accesses and uses relevant information
- 2.5 Seeks out and evaluates multiple points of view
- 2.6 Identifies and evaluates alternatives/options
- 2.7 Applies Christian discernment
- 2.8 Validates conclusions and decisions
- 2.9 Makes meaningful connections among varied data
- 3.1 Assumes responsibilities for his/her own learning
- 3.2 Establishes and prioritizes goals
- 3.4 Employs appropriate learning strategies in different situations
- 5.1 Accepts responsibility for the quality of work produced

WSSB

- B12.1 Access, navigate, and use on-line services
- C12.9 Contrast short- and long-term investment options
- D12.5 Describe the roles of business enterprises, consumers, and government in our mixed economy

D12.6 Explain how interest rates are determined by market forces and how they influence the amount of borrowing and saving by business investors, consumers, and government officials

I12.6 Understand laws that govern personal investments and estates

I12.8 Become aware of career opportunities in law-related areas, and understand the technical skills, knowledge, education level, and skills needed

WSSE

A12.3 Read and discuss literary and nonliterary texts in order to understand human experience

A12.4 Students will read to acquire information

C12.3 Participate effectively in discussion

D12.1 Develop their vocabulary and ability to use words, phrases, idioms, and various grammatical structures as a means of improving communication

Unit 4 – Work is Teamwork

--Personality Profiles

EDO

1.3 Actively listens to interprets and evaluate spoken messages

1.4 Contributes constructively to group processes

2.1 Exercises independent judgment

2.2 Detects logical fallacies

2.4 Accesses and uses relevant information

2.5 Seeks out and evaluates multiple points of view

2.6 Identifies and evaluates alternatives/options

2.7 Applies Christian discernment

2.8 Validates conclusions and decisions

2.9 Makes meaningful connections among varied data

3.4 Employs appropriate learning strategies in different situations

5.5 Seeks out the constructive criticism of others on work in progress

WSSB

A12.11 Demonstrate strategies for overcoming communication barriers

J12.1 Demonstrate appropriate interpersonal skills when working with others

J12.13 Compare and contrast alternative leadership styles

WSSE

C12.2 Listen to, discuss, and comprehend oral communications

C12.3 Participate effectively in discussion

D12.2 Recognize and interpret various uses and adaptations of language in social, cultural, regional and professional situations, and learn to be flexible and responsive to their use of English

-- Conflict Resolution

EDO

1.2 Speaks clearly and with purpose

1.3 Actively listens to interpret and evaluate spoken messages

- 2.5 Seeks out and evaluates multiple points of view
- 2.6 Identifies and evaluates alternatives/options
- 2.7 Applies Christian discernment
- 2.8 Validates conclusions and decisions
- 2.9 Makes meaningful connections among varied data

WSSB

- A12.5 Participate in group discussions for problem resolution
- A12.7 Identify and overcome major barriers to listening
- A12.13 Demonstrate effective negotiation skills
- E12.8 Demonstrate appropriate responses to unethical behavior in the workplace
- I12.1 Interpret and apply legal principles to business and personal situations
- J12.1 Demonstrate appropriate interpersonal skills when working with others

WSSE

- C12.2 Listen to, discuss, and comprehend oral communications
- C12.3 Participate effectively in discussion
- D12.2 Recognize and interpret various uses and adaptations of language in social, cultural, regional and professional situations, and learn to be flexible and responsive to their use of English

Unit 5 – Reading

EDO

- 1.1 Writes clearly and with purpose
- 1.2 Speaks clearly and with purpose
- 2.2 Detects logical fallacies
- 2.3 Distinguishes truth from propaganda
- 2.4 Accesses and uses relevant information
- 2.5 Seeks out and evaluates multiple points of view
- 2.7 Applies Christian discernment
- 2.9 Makes meaningful connections among varied data
- 3.1 Assumes responsibilities for his/her own learning
- 4.1 Recognizes explicit and implicit values in all forms of media
- 5.2 Makes effective use of God's gift of time

WSSB

(usually the following are met in various class discussions of reading material)

- C12.5 Construct and read charts, tables, and graphs that summarize data from real world situations
- D12.4 Demonstrate an understanding of current local, state, national, and international economic issues
- E12.8 Discuss appropriate responses to unethical behavior in the workplace
- G12.5 Identify careers that are influenced by international business

WSSE

- A12.1 Use effective reading strategies to achieve their purposes in reading
- A12.3 Read and discuss literary and nonliterary texts in order to understand human experience
- A12.4 Students will read to acquire information
- D12.1 Develop their vocabulary and ability to use words, phrases, idioms, and various

grammatical structures as a means of improving communication

Optional Shadowing Experience

EDO

- 1.1 Writes clearly and with purpose
- 1.2 Speaks clearly and with purpose
- 1.3 Actively listens to interpret and evaluate spoken message
- 2.1 Exercises independent judgment
- 2.5 Seeks out and evaluates multiple points of view
- 2.6 Identifies and evaluates alternatives/options
- 3.1 Assumes responsibilities for his/her own learning
- 5.2 Makes effective use of God's gift of time
- 5.4 Meets required/conventional standards for work

WSSB

Varies depending upon the selected career and emphasis of shadowing

WSSE

- B12.1 Create or produce writing to communicate with different audiences for a variety of purposes
- B12.2 Plan, revise, edit, and publish clear and effective writing
- C12.2 Listen to, discuss and comprehend oral communication
- C12.3 Participate effectively in discussion
- F12.1 Conduct research and inquiry on self-selected or assigned topics, issues, or problems and use an appropriate form to communicate their findings.

