

INTRODUCTION TO BUSINESS AND TECHNOLOGY

AGENDA

TEACHER : Kate Chastain	
COURSE: Introduction to Business and Technology	
Professional Communication Part 2	
OPENING (I Do)	<p>STANDARD(S) BMA-IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information/ideas. BMA-IBT Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. IBMA-IBT Present a professional image through appearance, behavior, and language.</p> <p>LEARNING TARGETS I will produce written communications that utilizes proper tone, grammar, and bias-free language.</p> <p>SUCCESS CRITERIA I can follow a step-by-step process of written directions to complete student sign-up for the ICEV digital learning platform. I can complete activities on ICEV regarding the use of professional communication.</p> <p>I Do: Discuss how to format content on ICEV. Essential Question: What are five jobs that require a great amount of written communication? You may search the internet for suggestions.</p>
WORK SESSION (We Do, You Do)	<p>WORK SESSION</p> <p>You Do: Complete account information for ICEV Interactive Activities View the PowerPoint for Introduction to Professional Communication Complete these online activities as you view the PowerPoint (use side-by-side windows) Video Clip and examples of poor written communication Introduction to Professional Communication-Defining Professional Communication - Student Notes Introduction to Professional Communication - Listening Process - Student Notes Introduction to Professional Communication - Components of Professional Communication - Student Notes Introduction to Professional Communication - Etiquette & Responsibilities in Professional Communication - Student Notes Introduction to Professional Communications - Vocabulary</p>
CLOSING (We Check)	<p>CLOSING</p> <p>We Check: Students will complete checklist of activities on ICEV.</p> <p>DIFFERENTIATION STRATEGIES: Interactive Activities may be completed at the pace of the learner. Opportunities to practice for mastery and to retest will be given.</p> <p>FORMATIVE/SUMMATIVE ASSESSMENT(S) Introduction to Professional Communications - Assessment I Introduction to Professional Communications - Assessment II Introduction to Professional Communications - Assessment III Introduction to Professional Communications - Assessment IV Introduction to Professional Communications - Final Assessment</p>

- Modifications may be made for the virtual learning students.