

## FBLA HS: Introduction to Business Communication

Competency: Grammar	MBA Research Performance Indicators	LAPs
Tasks		
1. Describe and identify the eight parts of speech in context sentences.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
2. Identify the difference between adverbs and adjectives.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
3. Identify the categories of pronouns and uses of reflexive pronouns.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
4. Identify features of prepositions and uses of prepositional phrases.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
5. Identify types of conjunctions.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
6. Use a verb that correctly agrees with the subject of a sentence.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
7. Describe the types of verbs and demonstrate the six tenses.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
8. Use irregular verbs and their different forms properly and distinguish between transitive and intransitive verbs.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)

9. Identify subjects, predicates, verbs, adverbs, pronouns, direct and indirect objects, and prepositional and infinitive phrases in sentences.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
10. Select pronouns properly and use them correctly in a sentence.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
11. Correctly use a possessive noun in a sentence.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
12. Create the plural form of a noun.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
13. Identify and correct misplaced and dangling modifiers.	CO:089 Edit and revise written work consistent with professional standards (CS)	
14. Describe and write the four kinds of sentences—declarative, interrogative, imperative, and exclamatory.	CO:016 Explain the nature of effective written communications (CS) CO:088 Select and utilize appropriate formats for professional writing (CS)	
15. Recognize types of sentence fragments, run-on sentences, and double negatives.	CO:089 Edit and revise written work consistent with professional standards (CS)	
16. Recognize and correct problems in grammar and usage including, but not limited to, completeness, agreement, reference, and form.	CO:089 Edit and revise written work consistent with professional standards (CS)	
17. Write clear, descriptive sentences in a variety of sentence patterns (e.g., simple, compound, complex, and compound-complex).	CO:016 Explain the nature of effective written communications (CS)	
18. Write logical, coherent phrases, sentences, and paragraphs, incorporating correct spelling, grammar, and punctuation.	CO:016 Explain the nature of effective written communications (CS)	

Competency: Punctuation and Capitalization	MBA Research Performance Indicators	LAPs
<b>Tasks</b>		
1. Determine appropriate use of periods, question marks, and exclamation points.	CO:016 Explain the nature of effective written communications (CS)	
2. Explain the use of commas, colons, and semicolons.	CO:016 Explain the nature of effective written communications (CS)	
3. Recognize and correct problems in punctuation including, but not limited to, commas, semicolons, and apostrophes.	CO:016 Explain the nature of effective written communications (CS) CO:089 Edit and revise written work consistent with professional standards (CS)	
4. Use apostrophes to indicate contractions and possessive constructions.	CO:016 Explain the nature of effective written communications (CS)	
5. Use quotation marks to set off the words of a speaker or writer and to set off titles of short works and use punctuation with quotation marks.	CO:016 Explain the nature of effective written communications (CS)	
6. Define the grammatical rules that govern the use of special punctuation marks such as the dash, hyphen, and parentheses.	CO:016 Explain the nature of effective written communications (CS)	
7. Use appropriately ellipsis, italics, and underlining.	CO:016 Explain the nature of effective written communications (CS)	
8. Identify how to capitalize sentences, proper nouns, abbreviations, adjectives, and titles correctly.	CO:016 Explain the nature of effective written communications (CS)	
9. Write and use numbers according to standard practice in a sentence.	CO:016 Explain the nature of effective written communications (CS)	

Competency: Spelling	MBA Research Performance Indicators	LAPs
<b>Tasks</b>		
1. Illustrate the ability to correctly spell the words regularly used in writing.	CO:016 Explain the nature of effective written communications (CS)	
2. Illustrate the ability to use a dictionary and thesaurus as an aid to spelling, pronunciation, and meaning.	CO:016 Explain the nature of effective written communications (CS)	
3. Identify prefixes and suffixes.	CO:016 Explain the nature of effective written communications (CS)	
4. Explain plural spelling rules.	CO:016 Explain the nature of effective written communications (CS)	
5. Apply spelling rules to homonyms and commonly confusing words such as effect and affect.	CO:016 Explain the nature of effective written communications (CS)	
6. Find silent letters in a word.	CO:016 Explain the nature of effective written communications (CS)	
7. Recognize letter patterns in words.	CO:016 Explain the nature of effective written communications (CS)	
8. Demonstrate application of spelling rules such as i before e, silent e, words ending in y, etc.	CO:016 Explain the nature of effective written communications (CS)	
Competency: Proofreading & Editing	MBA Research Performance Indicators	LAPs
<b>Tasks</b>		
1. Proofread a paragraph and identify spelling, grammatical, and punctuation errors.	CO:089 Edit and revise written work consistent with professional standards (CS) NF:180 Proofread documents (CS)	
2. Proofread written communications with errors, using proofreader's marks.	CO:089 Edit and revise written work consistent with professional standards (CS) NF:180 Proofread documents (CS)	

3. Compare drafts to final documents and make editorial changes.	CO:089 Edit and revise written work consistent with professional standards (CS) NF:180 Proofread documents (CS)	
4. Proofread and edit business documents to ensure they are clear, correct, concise, complete, consistent, and courteous.	CO:089 Edit and revise written work consistent with professional standards (CS) NF:180 Proofread documents (CS)	
5. Review sentence structure and the style of writing.	CO:089 Edit and revise written work consistent with professional standards (CS) NF:180 Proofread documents (CS)	
6. Review and edit for the effectiveness of word choices.	CO:089 Edit and revise written work consistent with professional standards (CS) NF:180 Proofread documents (CS)	
<b>Competency: Word Definition and Usage</b>	<b>MBA Research Performance Indicators</b>	<b>LAPs</b>
<b>Tasks</b>		
1. Deduce the meanings of words and idiomatic phrases.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
2. Recognize how word selection and usage affects communication.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
3. Recognize slang, jargon, and clichés.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
4. Recognize common errors in word usage.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)
5. Use proper sentence structure.	Ei:007 Explain the nature of effective communications (PQ)	LAP-EI-140 More Than Just Talk (Effective Communication)

6. Illustrate the proper way to divide words.	CO:016 Explain the nature of effective written communications (CS)	
7. Identify homophones.	CO:016 Explain the nature of effective written communications (CS)	
8. Create new words using root words.	CO:016 Explain the nature of effective written communications (CS)	
9. Illustrate the ability to use a dictionary and thesaurus as an aid to spelling, pronunciation, and meaning.	CO:016 Explain the nature of effective written communications (CS)	
10. Use contextual clues to recognize word meaning.	CO:016 Explain the nature of effective written communications (CS)	
<b>Competency: Oral Communication Concepts</b>	<b>MBA Research Performance Indicators</b>	<b>LAPs</b>
<b>Tasks</b>		
1. Use bias-free language (e.g., gender, race, religion, physical challenges, and sexual orientation)	EI:036 Treat others with dignity and respect (PQ)	LAP-EI-036 Everyone's Worthy (Treating Others With Dignity and Respect)
2. Illustrate sensitivity to audience needs and desires.	CO:084 Employ communication styles appropriate to target audience (CS) CR:019 Adapt communication to the cultural and social differences among clients (CS)	
3. Differentiate between pronunciation and enunciation.	CO:147 Explain the nature of effective verbal communications (PQ)	
4. Correctly choose and pronounce words used in verbal communication.	CO:147 Explain the nature of effective verbal communications (PQ)	
5. Provide a clear description of a simple system or process or give clear, concise directions.	CO:083 Give verbal directions (PQ)	
6. Use proper techniques to make an oral presentation.	CO:025 Make oral presentations (SP)	LAP-CO-025 Well Said! (Making Oral Presentations)

7. Express opinions and discuss issues positively and tactfully.	EI:036 Treat others with dignity and respect (PQ)	LAP-EI-036 Everyone's Worthy (Treating Others With Dignity and Respect)
8. Identify major listening barriers and effective active listening techniques.	CO:017 Demonstrate active listening skills (PQ)	LAP-CO-017 Listen Up! (Demonstrating Active Listening Skills)
9. Ask questions to clarify information.	CO:058 Ask relevant questions (PQ)	
10. Interpret nonverbal cues in messages.	CO:059 Interpret others' nonverbal cues (PQ)	
11. Follow spoken directions.	CO:119 Follow oral directions (PQ)	
12. Listen objectively and record major points of a speaker's message.	CO:085 Utilize note-taking strategies (CS)	
<b>Competency: Reading Comprehension</b>	<b>MBA Research Performance Indicators</b>	<b>LAPs</b>
<b>Tasks</b>		
1. Read and follow directions.	CO:056 Apply written directions to achieve tasks (PQ)	
2. Demonstrate reading comprehension by restating or summarizing.	CO:055 Extract relevant information from written materials (PQ)	
3. Differentiate between fact and opinion.	NF:077 Assess information needs (CS)	
4. Determine if a text is descriptive, informative, instructional, or persuasive.	NF:278 Draw conclusions based on information analysis (CS)	
5. Summarize the important points of a document.	CO:055 Extract relevant information from written materials (PQ) NF:278 Draw conclusions based on information analysis (CS)	
6. Identify and explain enhancements such as graphs, charts, tables, and illustrations/photographs for visual impact.	CO:087 Select and use appropriate graphic aids (CS)	
7. Interpret information from articles, manuals, etc.	NF:278 Draw conclusions based on information analysis (CS)	

8. Select the appropriate reading method (e.g., skimming, scanning, speed-reading, and in-depth reading) for a particular situation.	CO:016 Explain the nature of effective written communications (CS)	
9. Identify factors that affect readability of text (e.g., sentence length, word selection, and type size).	CO:016 Explain the nature of effective written communications (CS)	
10. Investigate the need for various reading skills in the workplace such as reading for information, summarization, drawing conclusions, making judgments, and following directions.	CO:016 Explain the nature of effective written communications (CS)	
11. Evaluate the quality and reliability of source information.	NF:079 Evaluate quality and source of information (CS)	
12. Analyze information presented in a variety of formats such as tables, lists, and figures.	NF:079 Evaluate quality and source of information (CS)	
13. Use note-taking skills that incorporate critical listening and reading techniques.	CO:085 Utilize note-taking strategies (CS)	