

FBLA: INTRODUCTION TO BUSINESS COMMUNICATIONS

Competency: Grammar	
Tasks	
1.	Describe and identify the eight parts of speech in context sentences.
2.	Identify the difference between adverbs and adjectives.
3.	Identify the categories of pronouns and uses of reflexive pronouns.
4.	Identify features of prepositions and uses of prepositional phrases.
5.	Identify types of conjunctions.
6.	Use a verb that correctly agrees with the subject of a sentence.
7.	Describe the types of verbs and demonstrate the six tenses.
8.	Use irregular verbs and their different forms properly and distinguish between transitive and intransitive verbs.
9.	Identify subjects, predicates, verbs, adverbs, pronouns, direct and indirect objects, and prepositional and infinitive phrases in sentences.
10.	Select pronouns properly and use them correctly in a sentence.
11.	Correctly use a possessive noun in a sentence.
12.	Create the plural form of a noun.
13.	Identify and correct misplaced and dangling modifiers.
14.	Describe and write the four kinds of sentences—declarative, interrogative, imperative, and exclamatory.
15.	Recognize types of sentence fragments, run-on sentences, and double negatives.
16.	Recognize and correct problems in grammar and usage including, but not limited to, completeness, agreement, reference, and form.
17.	Write clear, descriptive sentences in a variety of sentence patterns (e.g., simple, compound, complex, and compound-complex).
18.	Write logical, coherent phrases, sentences, and paragraphs, incorporating correct spelling, grammar, and punctuation.
Competency: Punctuation and Capitalization	
Tasks	
1.	Determine appropriate use of periods, question marks, and exclamation points.
2.	Explain the use of commas, colons, and semicolons.
3.	Recognize and correct problems in punctuation including, but not limited to, commas, semicolons, and apostrophes.
4.	Use apostrophes to indicate contractions and possessive constructions.
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.
6.	Define the grammatical rules that govern the use of special punctuation marks such as the dash, hyphen, and parentheses.
7.	Use appropriately ellipsis, italics, and underlining.
8.	Identify how to capitalize sentences, proper nouns, abbreviations, adjectives, and titles correctly.
9.	Write and use numbers according to standard practice in a sentence.
Competency: Spelling	
Tasks	
1.	Illustrate the ability to correctly spell the words regularly used in writing.
2.	Illustrate the ability to use a dictionary and thesaurus as an aid to spelling, pronunciation, and meaning.
3.	Identify prefixes and suffixes.
4.	Explain plural spelling rules.
5.	Apply spelling rules to homonyms and commonly confusing words such as effect and affect.
6.	Find silent letters in a word.
7.	Recognize letter patterns in words.
8.	Demonstrate application of spelling rules such as i before e, silent e, words ending in y, etc.

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Competency: Proofreading & Editing	
Tasks	
1.	Proofread a paragraph and identify spelling, grammatical, and punctuation errors.
2.	Proofread written communications with errors, using proofreader's marks.
3.	Compare drafts to final documents and make editorial changes.
4.	Proofread and edit business documents to ensure they are clear, correct, concise, complete, consistent, and courteous.
5.	Review sentence structure and the style of writing.
6.	Review and edit for the effectiveness of word choices.
Competency: Word Definition and Usage	
Tasks	
1.	Deduce the meanings of words and idiomatic phrases.
2.	Recognize how word selection and usage affects communication.
3.	Recognize slang, jargon, and clichés.
4.	Recognize common errors in word usage.
5.	Use proper sentence structure.
6.	Illustrate the proper way to divide words.
7.	Identify homophones.
8.	Create new words using root words.
9.	Illustrate the ability to use a dictionary and thesaurus as an aid to spelling, pronunciation, and meaning.
10.	Use contextual clues to recognize word meaning.
Competency: Oral Communication Concepts	
Tasks	
1.	Use bias-free language (e.g., gender, race, religion, physical challenges, and sexual orientation)
2.	Illustrate sensitivity to audience needs and desires.
3.	Differentiate between pronunciation and enunciation.
4.	Correctly choose and pronounce words used in verbal communication.
5.	Provide a clear description of a simple system or process or give clear, concise directions.
6.	Use proper techniques to make an oral presentation.
7.	Express opinions and discuss issues positively and tactfully.
8.	Identify major listening barriers and effective active listening techniques.
9.	Ask questions to clarify information.
10.	Interpret nonverbal cues in messages.
11.	Follow spoken directions.
12.	Listen objectively and record major points of a speaker's message.

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Competency: Reading Comprehension	
Tasks	
1.	Read and follow directions.
2.	Demonstrate reading comprehension by restating or summarizing.
3.	Differentiate between fact and opinion.
4.	Determine if a text is descriptive, informative, instructional, or persuasive.
5.	Summarize the important points of a document.
6.	Identify and explain enhancements such as graphs, charts, tables, and illustrations/photographs for visual impact.
7.	Interpret information from articles, manuals, etc.
8.	Select the appropriate reading method (e.g., skimming, scanning, speed-reading, and in-depth reading) for a particular situation.
9.	Identify factors that affect readability of text (e.g., sentence length, word selection, and type size).
10.	Investigate the need for various reading skills in the workplace such as reading for information, summarization, drawing conclusions, making judgments, and following directions.
11.	Evaluate the quality and reliability of source information.
12.	Analyze information presented in a variety of formats such as tables, lists, and figures.
13.	Use note-taking skills that incorporate critical listening and reading techniques.

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