**INTRODUCTION TO BUSINESS COMMUNICATION**

**PROCEDURES**

* Review the event guidelines below
* Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople.
  1. Proofreading Techniques
  2. Ability to proofread accurately
  3. Spelling
  4. Basic grammar rules
  5. Punctuation
  6. Word division
  7. Expression of numbers
  8. Capitalization
  9. Business spelling
  10. Written and oral communication
* Demonstrate an understanding of basic communication skills and concepts.
* 45 minute objective test.

**RESOURCES**

* 12 Secrets of Effective Business Communication
  + <http://www.noupe.com/business-online/12-secrets-of-effective-business-communication.html>
* Dale Carnegie Training
  + <http://www.dalecarnegie.com/>
* Get It Write
  + <http://www.getitwriteonline.com/archive/tips.htm>
* What is Business Communication?
  + <http://managementstudyguide.com/business_communication.htm>
* Your Dictionary – Education Articles & Resources
  + <http://education.yourdictionary.com/>
* Money
  + <http://www.gcflearnfree.org/topics/money/>
* Proofreading <http://writingcenter.unc.edu/handouts/editing-and-proofreading/>
  + <https://www.linkedin.com/pulse/understanding-editing-ocean-reeve>
  + <https://writing.wisc.edu/Handbook/Proofreading.html>
  + <https://www.eliteediting.com/blog/post.aspx?id=41>
* Grammar <http://understandinggrammar.com/>
  + <https://www.scribendi.com/advice/understanding_punctuation.en.html>
  + <http://www.dailywritingtips.com/english-grammar-101-all-you-need-to-know/>
* Word Usage
  + <https://quizlet.com/98338589/understanding-words-and-usage-in-older-writing-flash-cards/>
  + <http://www.fifteenminutesoffiction.com/articles/writing_basics/word_usage/>
* Written and Oral Communication
  + <http://www.learn.geekinterview.com/career/communication-skills/understanding-oral-written-communication.html>
  + <https://www.mindtools.com/CommSkll/CommunicationIntro.htm>
  + <http://www.skillsyouneed.com/general/what-is-communication.html>
  + <https://en.wikipedia.org/wiki/Communication>
  + <http://grammar.yourdictionary.com/style-and-usage/what-is-effective-writing-communication.html>
* Online questions about written & oral communication, grammar, reading comprehension, editing and proofreading, word definition and usage, and more.









